

## Global Program Manager " >

Job ID  
327647BR  
USA

### **Job Description**

2005! That's the year that Novartis began exploring Precision Medicine to extend and improve the lives of patients, by enabling the regulatory approval and commercial sale of transformative therapies.

Precision Medicine (PM) is an approach for prevention, diagnosis, treatment, and monitoring of disease that considers individual variability in biology, environment, and lifestyle for each person (source: NIH). Patient biomarker data and diagnostic assays drive healthcare decision-making by helping physicians identify patients for the right treatment and monitor their disease. Beyond biomarkers and companion diagnostics, precision medicine supports the Novartis pipeline by facilitating clinical trial design and execution, accelerating drug development, and informing early pipeline choices. By using advances in biology, technology, and data & digital solutions, Novartis Precision Medicine continues to innovate in our quest to disrupt treatment paradigms and reimagine medicine.

The Precision Medicine GPM provides daily operational support to one or more Global Biomarker & Diagnostic Teams (GBDT), particularly in the development and maintenance of accurate diagnostic program plans, budgets and documentation. Identifies and helps to mitigate risks in execution of biomarker and diagnostic strategies, supports ad-hoc cross-functional task forces, and helps facilitate alignment across functions.

Your Responsibilities include, but are not limited to:

- Elaborating and establishing accurate development plan (activities, timelines and resources) for the diagnostic program to enable execution according to the approved GBDT strategy
- Responsible for quality, accuracy and maintenance of the integrated diagnostic program plan, budget and documentation using the respective Novartis systems and tools (Horizon, Program Dashboards, SharePoint, MS Project, etc.)
- In collaboration with the Program Finance Team and GBDT members for forecasting diagnostic and biomarker budgets (external costs). Responsible for the timely flagging and communication of budget deviations with accompanying rationale
- Support GBDL during budget process and preparation for Finance board meetings
- Supports GBDL in day-to-day operations to facilitate teamwork and positive team dynamics and to improve team output
- Responsible, in collaboration with GBDT cross-functional sub teams, for monitoring implementation of biomarker and diagnostic development plans, with primary accountabilities for tracking progress against timelines and budgets and escalating issues to help mitigate execution risks and supporting cross-functional team
- Provides project management expertise to GBDT to help ensure operational excellence during the execution of biomarker and diagnostic strategies
- Responsible for developing GBDT and Sub-team meeting agendas and for preparing clear and accurate meeting minutes. Responsible for identifying and capturing action items and for liaising with cross-functional

team members on follow-up activities and deliverables

## **Diversity & Inclusion / EEO**

*The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.*

## **Minimum Requirements**

What you'll bring to the role:

- Bachelors of Science (minimum); Bachelors of Science plus advanced degree i.e. Masters or Doctoral in life sciences/chemistry and/or Masters of Business Administration (preferred)
- ≥3 years experience in translational medicine, biomarkers, and/or IVD development with ≥3 years leading cross functional teams
- Demonstrated track record of success working on an international multidisciplinary diagnostic development team, preferably in a complex matrix environment
- Knowledge of biomarkers and correlation with clinical outcomes
- Knowledge of design control, requirements management, and the diagnostic development process
- Knowledge of protein and nucleic acid diagnostics technology, competitors, and market space
- Knowledge of international IVD regulatory and business requirements
- Expert planning and tracking skills, with the ability to capture details and summarize in an integrated cross-functional plan. Proficient with MS Project
- Knowledge of resource (budget and headcount) planning and management.

Why consider Novartis?

769 million. That's how many lives our products touched in 2020. And while we're proud of that fact, in this world of digital and technological transformation, we must also ask ourselves this: how can we continue to improve and extend even more people's lives?

We believe the answers are found when curious, courageous and collaborative people like you are brought together in an inspiring environment. Where you're given opportunities to explore the power of digital and data. Where you're empowered to risk failure by taking smart risks, and where you're surrounded by people who share your determination to tackle the world's toughest medical challenges.

Imagine what you could do at Novartis!

Commitment to Diversity & Inclusion:

Novartis embraces diversity, equal opportunity and inclusion. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration, and empowers our people to unleash their full potential.

Join our Novartis Network:

If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

Division

Global Drug Development

Business Unit

OHD GDD

Location

USA

Site

Cambridge, MA

Company / Legal Entity

NIBRI

Functional Area

Research & Development

Job Type

Full Time

Employment Type

Regular

Shift Work

No

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