

Research Program Manager, Oncology " >

Job ID
326323BR
USA

Job Description

ONE purpose – to reimagine medicine! In Oncology Drug Discovery, we are dedicated to fundamental research and early drug development for innovative therapeutics.

Novartis Oncology reached 1.2 million patients in 2020 and the Oncology Drug Discovery group at NIBR is leading the discovery and development of the next wave of targeted therapies to treat cancer. We utilize a variety of therapeutic modalities (biologic and low molecular weight) to drug innovative cancer targets for clearly defined patient populations with substantial unmet need. We partner closely with colleagues in chemical biology and therapeutics, antibody engineering, translational research, data science and clinical development to deliver first-in-class therapeutics to transform patient care.

We are seeking a highly-motivated, curious and collaborative Research Project Manager driven to impact patient care by supporting strong execution, tight collaboration, and timely and informed decision-making for Oncology drug discovery projects.

Responsibilities

- Work closely with project team leaders to establish project strategy, develop and maintain integrated project plans, and manage cross-functional teams to meet project timelines/goals
- Provide team and meeting management, including taking minutes, ensure follow-up of action items from the minutes, and maintain healthy and vibrant team cultures
- Monitor plans, track progress, ensure focus on critical path, and identify opportunities to accelerate critical steps in each project from launch through IND-enabling studies
- Facilitate the availability of timely project-related documents (such as meeting minutes, Gantt charts & project flow charts, development candidate criteria, and phase transition documents)
- Contribute to the functional excellence of program management through improvement of processes, procedures, and tools related to program management practices

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

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Division

NIBR

Business Unit

Oncology NIBR

Location

USA

Site

Cambridge, MA

Company / Legal Entity

NIBRI

Functional Area

BD&L & Strategic Planning

Job Type

Full Time

Employment Type

Regular

Shift Work

No

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