NOVARTIS

Global Regulatory Affairs Operations Resource Planner

Job ID
REQ-10077741
май 20, 2026
Великобритания

Сводка

#LI-Hybrid
Location: London (The Westworks), United Kingdom

We are seeking a highly organised and collaborative Global RA Operations Resource Planner to join our Regulatory Affairs Operations team.
In this role, you will play a critical part in ensuring the effective planning and allocation of submission management and publishing resources across a diverse global portfolio. You will partner closely with stakeholders across Regulatory Affairs and Development to ensure timely, high-quality delivery of regulatory submissions.

About the Role

Key Responsibilities

- Partner with stakeholders to gather, validate and maintain accurate and complete submission planning information within operational planning tools.
- Collaborate across Regulatory Operations, including Submission Managers, Publishers, leadership and Development Unit stakeholders, to support effective and timely resource allocation.
- Contribute to the optimisation of resource assignment processes by implementing and supporting efficient workflows, tools and continuous improvements.
- Apply working knowledge of global submission types, dossier components and publishing requirements to inform planning activities.
- Ensure balanced and prioritised allocation of submission resources in line with portfolio needs and organisational priorities.
- Develop, maintain and deliver standard resource planning metrics and insights to support leadership decision-making.
- Support and contribute to key initiatives related to resource planning, reporting and operational excellence.

Essential Requirements

- Demonstrated experience supporting resource planning and capacity management activities in a complex environment.
- Strong analytical skills with the ability to interpret, manage and present data effectively.
- Proven ability to coordinate and collaborate with stakeholders across a matrix organisation.
- Proficiency in using resource planning tools, systems and related technologies.
- Ability to manage multiple priorities simultaneously while maintaining a high level of accuracy and attention to detail.

Desirable Requirements

- Demonstrates knowledge of regulatory, pharmaceutical and/or operational environments.
- Experience working within project or resource allocation environments, including relevant tools or systems.
- Ability to support forecasting activities and scenario planning to inform resource decisions.
- Continuous improvement mindset with a focus on enhancing processes and operational efficiency.
- Relevant certifications (e.g. PMP, Lean or similar) are advantageous.

Commitment to Diversity and Inclusion / EEO paragraph

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together?
https://www.novartis.com/about/strategy/people-and-culture

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.
Read our handbook (PDF 30 MB)

Дивизион
Development
Business Unit
Development
Место
Великобритания
Сайт
London (The Westworks)
Company / Legal Entity
GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.
Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
Shift Work
No

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