

Associate Director/Director, Portfolio Strategy and Operations, Cardio Renal Metabolic Development Unit (80–100%)

Job ID
REQ-10086865
сен 02, 2026
Швейцария

Сводка

#LI-Hybrid
Location: Basel, Switzerland

Are you ready to support some of the most important portfolio and development decisions at Novartis?

As Associate Director, Portfolio Strategy & Operations, reporting to the Head of Portfolio Strategy & Operations, you will partner with senior leaders across the Cardiovascular, Renal and Metabolic Development Unit to drive governance, operational excellence, and portfolio reporting and management. In this highly visible role, you will enable informed portfolio and business decisions through portfolio analytics, milestone and tollgate oversight, executive reporting and leadership governance support. You will also lead strategic initiatives, support the HPSO, Development Unit Head and Leadership Team on high-priority business matters, and help ensure the successful execution of Development Unit priorities.

Your work will help teams navigate complexity, align stakeholders and maximize the value of the pipeline to deliver meaningful outcomes for patients.

About the Role

Key responsibilities

- Lead the operational management of the Development Unit Leadership Team, including agenda planning, meeting logistics, preparation guidance, minutes, decision documentation and follow-up.
- Coordinate portfolio and strategy activities concerning pipeline progress, prioritization, early portfolio development, executive reporting, governance milestones and external stakeholder communications.
- Provide portfolio analytics, milestone and tollgate reporting, portfolio risk assessments and executive insights to support Development Unit, Development Leadership Team and enterprise portfolio reviews
- Partner with Global Program Heads, Global Program Teams and senior functional leaders across Development, Biomedical Research, Medical Affairs, Commercial, Communications and Investor Relations.
- Drive portfolio resource planning activities and contribute to assessments of organizational capacity, capability needs and execution risks across the Development Unit Design, implement and continuously improve business processes that enable portfolio prioritization, resource allocation, portfolio risk management and consistent decision-making.
- Identify and implement opportunities to leverage digital technologies, data analytics and AI-enabled ways of working to improve portfolio transparency, decision quality and organizational effectiveness
- Provide guidance to Global Program Teams on project governance requirements, leadership-team expectations and preparation for portfolio decision forums.
- Track Development Leadership Team and Development Unit Leadership Team objectives, decisions and commitments, proactively flagging risks, gaps, dependencies and overdue actions.
- Provide strategic support to the Development Unit Head and Development Unit Leadership Team on high-priority portfolio, organizational and business matters
- Foster Development Unit identity, collaboration and community across the research, development and commercialization continuum through town halls, newsletters and strategic engagement initiatives.
- Exchange best practices, processes and standards with Operations teams across other Development Units
- Mentor colleagues within the Development Unit Operations team, support organizational change and deputize for the Head of Portfolio Strategy and Operations when required.

Essential requirements

- Bachelor's degree, professional bachelor's degree or equivalent qualification in life sciences, business, strategy, project management or another relevant discipline.
- Strong relationship-management and influencing and skills, with experience working effectively across global, matrixed and multidisciplinary teams.
- Excellent analytical thinking and judgment, attention to detail / accuracy, and communication skills, with the ability to translate complex portfolio information into clear recommendations for senior leaders.
- Takes ownership of challenges, identifies pragmatic solutions and drives actions to completion. Seeks continuous improvement in workflows and deliverables.
- Strong ability to accurately synthesize complex portfolio information into clear executive communications and materials for senior leadership and Investor Relations
- Experience in pharmaceutical or biotechnology development, portfolio strategy, program management, business operations or a closely related environment e.g.

consulting.

- Strong understanding of drug-development, program and portfolio governance, reporting, program decision-making and the cross-functional interfaces.
- Demonstrated experience managing senior leadership or executive governance forums, including agenda development, decision documentation, action tracking and stakeholder preparation.
- Proven ability to design and improve portfolio-management, prioritization, resource-allocation and risk-management processes.
- Excellent strategic thinking, analytical judgment and communication skills, with the ability to translate complex portfolio information into clear recommendations for senior leaders.
- Fluency in English, with excellent written and verbal communication skills.

Desirable requirements

- Master's degree, professional master's degree, Master of Business Administration or an equivalent advanced qualification.
- Experience managing senior leadership or executive governance forums, including agenda development, decision documentation, action tracking and stakeholder preparation.

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

Benefits & Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role: 122,500.00 - 227,500.00 CHF Annual

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters Long-term equity awards granted at group level may also be part of your package. Further details will be provided during the application process.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering:

https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

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 \(PDF 30 MB\)](#)

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Primary location salary range
CHF122,500.00 - CHF227,500.00
Дивизион
Development
Business Unit
Development
Место
Швейцария
Сайт
Basel (City)
Company / Legal Entity
C028 (FCRS = CH028) Novartis Pharma AG
Alternative Location 1
London (The Westworks), Великобритания
Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
Shift Work
No

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7. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Basel-City/Associate-Director-Director--Portfolio-Strategy-and-Operations--Cardio-Renal-Metabolic-Development-Unit--80-100--_REQ-10086865-1