

Associate Director, Launch Operations

Job ID
REQ-10087070
сен 02, 2026
Мексика

Сводка

The AD, Launch Operations is responsible for orchestrating disciplined, cross-functional launch execution by translating launch strategy into an integrated plan, governance cadence, readiness approach, and execution system. The role partners with brand teams, Integrated Product Strategy Teams, functional leads, and senior leadership to ensure launch requirements, risks, dependencies, decisions, and deliverables are clearly defined, integrated, tracked, and managed from planning through execution and post-launch transition.

AD, Launch Operations provides complexity-based support for priority assets and major launch initiatives, with a focus on integrated launch planning, cross-functional orchestration, launch readiness tracking, risk and issue management, Day 0 / Day 0+ execution coordination, and post-launch transition.

About the Role

Key Responsibilities

1.Integrated Launch Project Planning

- Build and maintain the integrated launch project plan across workstreams, milestones, deliverables, owners, dependencies, and decision points, using AI-enabled tools where appropriate to improve planning, synthesis, and reporting.
- Define the launch roadmap, critical path, key readiness gates, and cross-functional interdependencies from early launch planning through post-launch transition.
- Run the Launch Hub / launch operating system as the integrated plan of record for timelines, owners, risks, dependencies, actions, and reporting.
- Partner with functional SPOCs to translate functional plans into an integrated cross-functional execution plan, while maintaining clarity on launch assumptions, milestone definitions, decision points, and dependencies that affect launch timing, readiness, and execution.

2.Launch Governance & Cross-Functional Orchestration

- Design and manage the launch operating cadence, including workstream check-ins, governance forums, decision points, escalation pathways, and action tracking.
- Align functional SPOCs and sub-team leads around priorities, ownership, interdependencies, and expected outputs.
- Coordinate cross-functional resource planning and capacity trade-off discussions where launch-critical activities compete for functional resources.
- Identify, manage, and resolve cross-functional dependencies that impact launch timing, readiness, and execution.
- Track commitments, decisions, action owners, due dates, escalations, and follow-through to ensure decisions translate into execution.

3.Launch Readiness, Risk & Issue Management

- Assess readiness across functions; maintain readiness trackers, surface gaps, trade-offs, and risks requiring leadership attention or IPST action.
- Maintain structured RAID discipline across risks, assumptions, issues, and dependencies, with mitigation actions and clear ownership.
- Drive contingency planning and scenario readiness, including Day 0 and Day 0+ planning where appropriate.
- Convert LRR, IPST, and governance outputs into actionable execution plans with owners, actions, timelines, and closure tracking.

4.Executive Reporting & Decision Enablement

- Synthesize complex cross-functional inputs into concise, decision-ready recommendations for senior leadership and governance forums.
- Maintain real-time visibility to asset status, readiness, risks, dependencies, milestones, and leadership decisions.
- Prepare materials that clarify what is on track, what is at risk, what decisions are needed, and what actions are required.
- Reinforce enterprise alignment on priorities, milestones, risks, readiness, and launch-critical trade-offs.

5.Launch Execution & Closeout

- Support launch execution by ensuring the team is aligned, the plan is current, launch activities are ready, and actions are closed or escalated.
- Manage Day 0 readiness activities, go-live simulations, and post-launch action tracking as needed for the launch profile.
- Lead structured post-launch debriefs, lessons learned, and transition planning to embed repeatable launch excellence practices.
- Identify process improvements and reusable standards that strengthen future launches.

Essential Requirements

- Bachelor's degree required; advanced degree preferred.
- 8+ years of program / project management experience, preferably across complex pharmaceutical launches, commercialization initiatives, product launches, or large cross-functional business transformations.
- Experience managing multiple workstreams, senior stakeholders, and launching critical milestones preferred.
- Strong preference for experience managing pharmaceutical launch teams, launch readiness programs, governance forums, cross-functional planning, and execution management in complex commercial or medical environments.
- Professional PM training or certification preferred, such as PMP or Agile; proficiency with launch planning systems such as Launch Hub, Smartsheet, MS Project, AI-enabled productivity tools, and executive reporting tools.
- Demonstrated ability to lead large cross-functional teams without direct authority, influence senior stakeholders, drive accountability, manage ambiguity, and convert strategic priorities into structured execution.

Critical Success Measures

- Integrated launch plan is complete, current, and used as the single source of truth across workstreams.
- Critical path, risks, issues, dependencies, and readiness gaps are visible early and managed with clear mitigation plans.
- Launch governance cadence enables timely decisions, escalation, action ownership, and follow-through.
- Functional SPOCs and workstreams are aligned on accountabilities, deliverables, key milestones, and dependencies.
- LRR / governance outputs are converted into execution plans that include owners, due dates, and closure tracking.
- Day 0 / Day 0+ readiness is assessed, simulated where needed, and translated into practical execution actions.
- Senior leadership receives concise, decision-ready reporting on status, risks, dependencies, and decisions required.
- Post-launch learnings are captured and translated into repeatable launch standards and process improvements.

Role Boundaries

- Does not own commercial strategy, portfolio choices, launch positioning, or brand performance decisions.
- Does not replace functional ownership for execution; functional teams remain accountable for their deliverables.
- Does not serve as an administrative coordinator; the role enables execution by integrating plans, managing dependencies, orchestrating readiness, and driving accountability across workstreams.
- Partners with BELs and PSLs by translating strategic priorities into the integrated launch plan, operating cadence, readiness actions, and execution follow-through.

Commitment to Diversity & Inclusion

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

Accessibility and accommodation

Novartis is committed to work with and provide reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to tas.mexico@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a tas.mexico@novartis.com y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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Дивизион

US

Business Unit

General Management

Место

Мексика

Сайт

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Alternative Location 1

Dublin (NOCC), Ирландия

Functional Area

BD&L & Strategic Planning

Job Type

Full time

Employment Type

Regular

Shift Work

No

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