

Chief of Staff to Workforce Strategy Head, US

Job ID
REQ-10089689
Окт. 23, 2026
CША

Сводка

Location: East Hanover, New Jersey (#LI-Hybrid)

This role is required to be in our East Hanover, NJ office 3x/week with 10–20% travel required.

In this role you will serve as a strategic partner and operational extension to the Workforce Strategy Head, US, supporting the development and execution of the US Commercial People & Organization (P&O) strategy over a 3 to 5-year horizon. You will lead the Office of the Workforce Strategy Head, drive leadership alignment and key operating rhythms, and connect priorities across US Commercial P&O teams. Last but not least, you will partner with Workforce Strategy colleagues and strategic assistant communities to translate P&O strategy into clear functional objectives and execution.

About the Role

Key Responsibilities:

- Serve as a **strategic advisor and thought partner** to the Workforce Strategy Head, US on P&O priorities, organizational effectiveness, leadership dynamics, and enterprise decision-making.
- Translate strategic priorities into **clear agendas, decision points, actions, and execution plans** ensuring focus on the highest-value priorities.
- Lead the **operating rhythm and governance of the US Workforce Strategy Team** including leadership meetings, business reviews, decision forums, and strategic offsites.
- Drive **leadership team effectiveness** by clarifying decisions, ownership, accountability, timelines, and follow-up actions.
- Prepare and coordinate **executive-level materials**, including briefings, pre-reads, talking points, meeting objectives, and leadership communications.
- Ensure alignment of **US P&O priorities with the broader US leadership agenda** acting as a key interface between P&O US, the Office of the President, and relevant leadership teams.
- Partner with Workforce Strategy and Business Chiefs of Staff to **connect strategic priorities, transformation initiatives, and business planning** across the organization.
- Identify, operationalize, and lead **cross-functional strategic projects** with local and global impact.
- Anticipate **risks, gaps, and misalignment**, escalating critical topics and decisions requiring senior leadership attention.
- Drive the **development and execution of the US P&O strategy**, ensuring transformation priorities are integrated into broader business planning and operating rhythms.

Essential Requirements:

- Minimum **7 years of experience** within pharmaceutical, biotech, healthcare, health policy, or healthcare consulting.
- Minimum **3 years of commercial experience**, preferably within a pharmaceutical, biotech, healthcare, or consulting environment.
- Minimum **2 years of experience leading complex projects or initiatives** requiring global and local alignment.
- Strong **project management capabilities**, with demonstrated experience translating strategy into execution.
- Strong **analytical and problem-solving skills**, with the ability to generate insights and translate them into actionable plans.
- Excellent **communication and storytelling skills**, with the ability to simplify complex concepts and strategies for different audiences.
- Strong **influencing, stakeholder management, and collaboration skills**, with experience operating effectively in a matrix organization.
- Demonstrated ability to **manage multiple priorities, lead without formal authority, and deliver results** in a complex environment.

Desirable Requirements:

- **Advanced degree** in life sciences, healthcare, or a related field; MBA or equivalent preferred.
- **2+ years of experience with a leading consulting firm**, ideally supporting healthcare, life sciences, or related strategic work.

Benefits & Rewards

The salary for this position is expected to range between \$152,600 and \$283,400 per year. The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors. Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards. US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

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 \(PDF 30 MB\)](#)

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Дивизион
People & Organization
Business Unit
Human Resources
Место
США
Состояние
New Jersey
Сайт
East Hanover
Company / Legal Entity
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation
Functional Area
BD&L & Strategic Planning
Job Type
Full time
Employment Type
Regular
Shift Work
No

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