

Strategic Projects Lead

Job ID
REQ-10042961
Mar 26, 2025
Poland

Summary

The primary responsibility of this role is to support and drive strategic business projects for Novartis Group, the CEO, and the Executive Committee, with the aim of maximizing economic value and securing future competitive advantage. The role involves planning, developing, and leading projects centered around key Novartis products in major markets. These projects are designed to deliver substantially greater outcome improvements than the product alone and substantially greater financial rewards for Novartis. Additionally, the role requires designing and delivering an organization-wide capability-building program aimed at developing a cadre of leaders within Novartis Divisions who can lead such projects and further enhance capabilities in their colleagues. The role also includes the responsibility for hiring and managing external capability-building consultants.

About the Role

Novartis Group is seeking a Strategic Projects Lead to manage and lead the IM Poland Project Management Office. The primary responsibility of this role is the planning, management, and delivery of important projects. The role supports the Country President and Leadership Team Members in achieving objectives and goals set for the company, with a proper prioritization and risk management mindset.

Major Accountabilities:

- Observe and follow good practices, corporate policies, and local laws in the area of responsibilities
- Commit to confidentiality requirements
- Collect and report Adverse Events in accordance with Novartis standards
- Continuously improve and share knowledge internally

Role Specific:

- Leading, directing, and coordinating strategic projects through the entire project development life cycle, including risk assessment, issue escalation, and mitigation plans
- Monitor project progress and make adjustments as necessary to ensure successful completion
- Organize and facilitate meetings with the project team, setting clear goals and agendas, and timely follow-up on action items
- Establish a communication schedule to update stakeholders on the progress, status, and success metrics of the project and key deliverables
- Engage in thoughtful and creative discussions with project sponsors and stakeholders on strategic goals, resources, scheduling, plans, and challenges, focusing on growth acceleration, pipeline strengthening, and productivity increase
- Develop and maintain proper documentation that reflects the decision-making process, in line with local

rules and procedures

- Identify key priorities for the organization, supporting the General Manager in holding different people accountable for results and commitments
- Lead strategic initiatives, substantive and organizational activities, and ensure their implementation to optimize and maximize the effectiveness of the company
- Build and maintain strong relationships with the Management Board and functional heads; creating a supportive, speak-up environment and culture
- Prepare presentations, reports, briefings, agendas, and presentations on strategic issues as appropriate; facilitate various management meetings and business reviews
- Partner with the Country President and Leadership Team to support the execution of strategic plans

Ideal Background:

- University degree (scientific, economics, or business degree)
- Language skills: fluent English (speaking, writing, listening)
- At least 5 years of experience in international companies, preferably in the pharmaceutical sector
- Experience in strategic planning and business development
- Strong stakeholder management and leadership skills
- Prior experience in a commercial role preferred
- Ability to synthesize complex information and translate it in a meaningful way
- Business and financial acumen
- Deal-making and negotiation skills, respecting confidentiality
- Strong sense of challenging the status quo and an innovative mindset
- Strong communication and collaboration skills with cross-functional and cross-divisional teams
- Ability to work under time pressure
- Precision listening skills
- PowerPoint excellence

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Division

International

Business Unit

Innovative Medicines

Location

Poland

Site

Warsaw

Company / Legal Entity

PL03 (FCRS = PL003) Novartis Poland Sp. z o.o.

Functional Area
BD&L & Strategic Planning
Job Type
Full time
Employment Type
Temporary (Fixed Term)
Shift Work
No
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