

# Project Manager

Job ID  
REQ-10051516  
May 15, 2025  
China

## Summary

Being project manager, to be responsible for the development and delivery of all major capital projects in Changping site, via the application of robust, standardized and effective project management methods aligned with global standards, ensuring that the projects deliver business value in line with Platform and Novartis Technical Operations business objectives.

## About the Role

### Major accountabilities:

#### Strategy & Organizational Development:

- Prepare monthly project reports with key KPIs (Capex, HSE and Quality)
- Support internal and external audits
- Implement technical standards
- Implement GOPs
- If needed, create regional / site SOPs & templates
- Ensure availability of competent, high performing people and develop the talent pool
- Implement sharing and leveraging of best practices and expertise in project management and project controlling
- Own the Training Curriculum for own Job Profile

#### Vendor & Contractor Management:

- Develop contractual strategy and framework to manage vendors / contractors and corresponding contracts in Changping site
- Select vendor / contractor
- Establish vendor / contractor contract

#### Project Engineering & Control:

- Establish and lead project management teams
- Prepare Project Charter, Business Case and CAR
- Develop Project Sourcing Strategy
- Establish project governance in Changping site
- Plan and organize Project Resource
- Perform project reviews (e.g. Technical Quality Review (TQR), constructability, sustainability, HSE)
- Execute Project Stage Gate keeping and Project Definition Level Rating (PDRI)
- Manage investment budget & project portfolio for region

- Lead investment review committees for assigned region / sites
- Develop and maintain project execution / management standards
- Develop and maintain project controlling standards
- Implement project execution / management standards
- Implement project controlling standards
- Develop project execution strategy and execute investment projects according to customer needs (costs, schedule, functionality, quality)

## **Key Performance Indicators**

- Annual Department Budget managed effectively.
- Succession plan in place and robust.
- Technical training program in place and executed.
- All related SOPs are implemented on time.
- No critical/major observations during internal and external GMP inspections and Pre-Approval Inspections (PAI).
- CAPEX Project delivered on time, in budget, scope and quality.
- Project reviews completed on time, no critical observations.
- Competitive business cases resulting in approved CARs.
- Qualification plans approved and execute as planned, no major deviations, no overdue CAPAs.
- No critical findings in internal / external audits on qualifications.
- Highest safety standard implemented during projects and operations, no critical findings in HSE audits, no LTland SIF.
- Adherence to global / regional / site KPI.

## **Ideal Background**

- Education (minimum/desirable): Degree in engineering (Dipl. Ing. / M. Sc. / B. Sc.) or equivalent
- Languages: Fluent in English and proficient in local language.
- Relevant Experiences:
  - > 8 years of Capital Portfolio and Major Project Management experience, including > 5 years experience in Pharma
  - Outstanding Project Management and excellent technical knowledge with demonstrated ability to deliver safe, effective and fully compliant projects
  - > 5 years of demonstrated leadership abilities, leading both internal and external team members
  - Broad project controlling knowledge
  - Excellent knowledge of key non-technical business processes; Strategy, HR, Finance
  - Advanced HSE and GxP / QA knowledge
  - Experience of work in matrix organization at local and regional/global level
  - Stakeholder engagement and complexity navigation
  - Learning agility and influencing skills

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Division

Operations

Business Unit

Innovative Medicines

Location

China

Site

Changping County (Beijing)

Company / Legal Entity

CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area

Technical Operations

Job Type

Full time

Employment Type

Regular

Shift Work

No

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