

# Strategic Projects Lead

Job ID  
REQ-10042961  
May 01, 2025  
Poland

## Summary

The primary responsibility of this role is to support and drive strategic business projects for Novartis Poland, assisting the CEO, and the Leadership Team, with the aim of driving results and culture change within the company. The role involves planning, developing, and leading selective projects centered around key Novartis products in the country in collaboration with relevant business owners. The role is also a governance champion for the Leadership Team, responsible for organizing primary business processes throughout the year (ie. Brand Planning, selected Company Events etc.) and preparing relevant reports and presentations. We welcome talents with aspirations to develop broad experience, join the Leadership Team for the first time and grow to other roles in the future, in Poland or abroad. Previous Pharma / commercial experience would be a huge plus!

## 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 Polish & 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

Universal Hierarchy Node

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  
Regular  
Shift Work  
No  
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