

S&O Non-Drug Projects Governance Principal Analyst

Job ID

REQ-10047699

Apr 21, 2025

India

Summary

Principal Analyst is responsible for Non-Drug Projects (NDP) Management. The position is a key collaborator with CDO sub functions in ensuring that NDP plans are executed efficiently with timely and high-quality deliverables in Clinical Data Operations.

About the Role

Major Activities (Describe 8-12 main activities)

1. Executes NDP Strategy mapped into CDO BBO ensuring its aligned with CDOLT desired outcomes
2. Build inventory of CDO NDPs ensuring CDO NDP inventory can be mapped to GCO NDP inventory making sure we are not duplicating looking at same thing in both areas
3. Work with CDO SMEs to ensure there is alignment on CDO NDPs marked in the inventory
4. Participate in cross functional meetings to discuss CDO NDPs
5. Build and maintain effective working relationships with cross-functional teams, able to summarize and discuss status of deliverables and other critical NDP aspects (timelines, scope, resource plan)
6. Maintain up-to-date advanced knowledge of industry trends to provide right inputs in NDP discussions
7. Contribute to process improvement/non-clinical project initiatives

Key Performance Indicators (Indicate how performance for this job will be measured)

1. Achieve overall goals as set each year by Global Head, Data Operations, GDO and Head Strategy & Operations.
2. Ensure that overall NDP Governance Framework is executed to the satisfaction of CDOLT and other stakeholders
3. Alliances established with all stakeholders and positive feedback received from them for NDP Management
4. Priority NDPs are delivered on time and with good quality

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Division

Development

Business Unit

Innovative Medicines

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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