

Region Workplace Lead, APCJ

Job ID

385543BR

Aug 19, 2024

China

Summary

This role will provide overall leadership, management, and planning for a comprehensive regional real estate program, ensuring the delivery and management of the regional Portfolio Strategy and Capital Plan is in alignment with the REFS global/regional strategy. As the REFS representative at the regional level, acts as the touchpoint for customers cross-site and within the cluster/country and across all REFS domains, to gather and maintain a deep understanding of cluster/country business needs and challenging these needs to shape cluster/country level customer requirements ensuring all service activities deliver greatest value and quality as per REFS Global Standardization Guidelines.

About the Role

Location: Shanghai

Key Responsibilities

- Establishes a regular operating rhythm and meeting structure with Country/Site REFS Heads to obtain an understanding of country/site-level, identify patterns and dependencies across countries/site and provide leadership to Country/Site REFS Heads on the implementation of cluster/country Real Estate Portfolio strategy.
- Anticipates cluster/country customer needs and/or implications arising from business change taking place at the global or regional level and takes a strategic view when discussing potential solutions with the customer ensuring close collaboration with regions. Translates the regional/divisional strategy into a cluster/country level strategic implementation plans.
- Acts as an escalation point for country management service delivery issues, and assists through coordination of the implementation of solutions and the resolution of country issues. Work with cluster Head to drives customer satisfaction within the cluster/country; manages the measurement of customer satisfaction within the cluster/country and identifies and relays potential corrective initiatives.
- Provide leadership to sites within the cluster/country and sets clear objectives for the country/cluster in line with regional objectives. Builds and develops talent within the cluster/country by creating succession plans for the key positions, driving a continuous improvement mindset in the organization and developing and executing training in the various areas of process excellence.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt
- Distribution of marketing samples (where applicable)
- Cross-functional collaboration with a wide range of stakeholders, develop short and long term strategic real estate programs for Novartis, including site development plans and capital planning across 15 countries and 72 locations (coverage may adjust pending business changes, merger & acquisition activities, etc)
- Responsible for group-wide adherence to all statutory requirements as it relates to buildings, land use,

permitting and life safety codes. Responsible for cost-effective provisions and development of the following in support of the Novartis mission and strategy: Region program management; Property acquisitions and disposals; Site development; Lease/rental administration; Structured masterplans for all major sites; RE input to development of business cases; RE input to capital investment planning; CAR development

- Provide real estate performance metrics to evidence real estate performance from quality and finance point of view. Responsible for determining areas for improvement to owned and leased facilities, including expansion and contraction.
- Support country and site leadership team in managing leased facilities located across the Region. Support finance on asset value, independent valuations, and depreciation expense. Provide information to finance to ensure correct allocation of costs e.g. capital spend and business allocations. Responsible for delivering the regional capital plan in line with the REFS global/regional strategy plan. This includes coordination of all activities related to Strat. Plan, LF1 and LF2

Essential Requirements:

- Minimum Undergraduate degree in real estate, engineering discipline or similar, professional corporate real estate/property management qualification (RICS, MCR, SLCR or similar) would be an advantage.
- At least 10-15 years of experience in corporate real estate, project management and facilities design.
- Must be a strong leader and a team player, which thrives in a start-up like, fast-paced environment.
- Understanding and knowledge of APAC, Greater China & Japan real estate markets and market players, land use requirements and regulations with the ability to influence changes to benefit the company's real estate portfolio
- Experience in workplace project implementation
- Strong negotiation skills and knowledge of real estate projects and services, and the ability to understand corporate perspective, strategic and financial.
- Excellent spoken and written English and Mandarin

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>

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Novartis is 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 recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.china@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

Operations

Business Unit

CTS

Location

China

Site

Shanghai (Shanghai)

Company / Legal Entity

CN14 (FCRS = CN014) China Novartis Institutes for BioMedical Research Co., Ltd.

Functional Area

Facilities & Administration

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Accessibility and accommodation

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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