NOVARTIS

Senior Consultant PMO

Job ID
REQ-10009946
Jul 18, 2024
India

Summary

As a Senior Consultant, you will help businesses to adapt, transform, seize opportunities and mitigate risks associated with digital transformation. You will help clients to solve their toughest strategic issues and deliver high-value, actionable recommendations from strategy through to execution. Drawing on your skills and experience to date you will work as part of a fast-growing practice supporting the development of PMO Product strategy, architecture and design of solutions that form part of complex PMO related assignments. Prior expertise in SharePoint development, Power Automate, React and Azure will be critical.

About the Role

Key Responsibilities:

Oversee the implementation of Project Management Tools and solutions work closely with stakeholders to understand their business needs and translate them into scalable and efficient product architectures.

Advise clients on the overall enterprise architecture landscape on various product areas including technology, information, data, security, and integration.

Perform architectural assessment and gap analysis and contribute to the formulation of the overall PMO product strategy and roadmap.

Working with client counterparts in designing and implementing business capabilities that harness emerging and scaled technologies, such as Cloud, SharePoint, Generative AI, Automation, Power Apps.

Design and implement integrations between different enterprise PMO systems.

Keeping up to date with the latest developments in technology and advising clients on how they can take advantage of new tools and techniques.

Delivering training and support to clients to help them get the most out of their technical solutions.

Troubleshooting technical problems as they arise and providing effective solutions to resolve them.

Act as liaison with non-technical client team members to translate requirements to technical team.

Manage projects and guide teams toward successful completion of objectives.

Demonstrate ability to assimilate new knowledge.

Stakeholder Management: Establish and maintain strong relationships with project stakeholders, including clients, team members, and senior management. Keep stakeholders informed of project progress, risks, and

changes, and ensure their involvement and buy-in throughout the project, product lifecycle.

Quality Assurance: Develop and implement quality assurance processes to ensure that project deliverables meet the required standards. Conduct regular project reviews and assessments to identify areas for improvement and implement corrective actions.

Project Documentation: Maintain accurate and up-to-date project documentation, including project plans, status reports, meeting minutes, and change requests. Ensure proper documentation of project decisions, actions, and lessons learned for future reference.

Essential Requirements:

- Bachelor's degree in information technology, computer science, engineering, business, or equivalent work experience of
- 10+Years of proven experience as a Technical Manager or similar role, preferably in a technology or engineering environment.
- Strong understanding of project management methodologies and best practices.
- Proficient in project management software and tools.
- Proven experience as a SharePoint Architect or similar role, with a strong understanding of SharePoint architecture, development, and administration.
- In-depth knowledge of SharePoint 2013/2016/2019 and SharePoint Online (Office 365) platforms.
- Proficiency in SharePoint development tools and technologies, such as SharePoint Framework (SPFx), PowerShell, C#, JavaScript, HTML/CSS.
- Nice to have knowledge on Power Apps, Azure, Open AI, Generative AI and Chat GPT
- Strong understanding of information architecture, taxonomy, and content management best practices.
- Excellent problem-solving and analytical skills.
- Strong communication and interpersonal skills.
- Ability to work independently and manage multiple projects simultaneously.
- Excellent leadership, communication, and interpersonal skills.
- Strong analytical and problem-solving abilities.
- Ability to manage multiple projects simultaneously and prioritize tasks effectively.
- Strong attention to detail and organizational skills.
- Ability to work well under pressure and meet tight deadlines.

Why Novartis?

766 million lives were touched by Novartis medicines in 2021, and while we're proud of this, we know there is so much more we could do to help improve and extend people's lives.

We believe new insights, perspectives and ground-breaking solutions can be found at the intersection of medical science and digital innovation. That a diverse, equitable and inclusive environment inspires new ways of working.

We believe our potential can thrive and grow in an unbossed culture underpinned by integrity, curiosity and flexibility. And we can reinvent what's possible, when we collaborate with courage to aggressively and ambitiously tackle the world's toughest medical challenges. Because the greatest risk in life, is the risk of never trying!

Imagine what you could do here at Novartis!

Commitment to Diversity & Inclusion:

Novartis embraces diversity, equal opportunity and inclusion. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration, and empowers our people to unleash their full potential.

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here: https://talentnetwork.novartis.com/network

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

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: https://talentnetwork.novartis.com/network

Division
Operations
Business Unit
CTS
Location
India
Site
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
BD&L & Strategic Planning
Job Type
Full time
Employment Type
Regular
Shift Work
No
Apply to Job

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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