

# Associate Director – Business Analysis (VEEVA)

Job ID  
REQ-10018552  
Oct 01, 2024  
India

## Summary

The Associate Director – Business Analysis will play a critical role in driving business requirements for the Veeva ClinOps Vault platform within the Development division. The individual will be responsible for understanding and managing business processes across various modules of the ClinOps Vault and ensuring that these processes are aligned with platform capabilities. The role will focus on collaborating with business stakeholders, gathering requirements, and leading the implementation of business solutions. This position will report to the Director of Solution Delivery Veeva and will work closely with cross-functional teams to ensure the successful delivery of ClinOps Vault initiatives

## About the Role

Key Responsibilities:

- Lead and manage the gathering and documentation of business requirements specifically for the Veeva ClinOps Vault platform.
- Work closely with key business stakeholders and cross-functional teams to understand and document business processes related to clinical operations.
- Translate business needs into clear and actionable functional specifications for the development and configuration teams.
- Ensure that the business processes within the various ClinOps Vault modules (e.g., Study Start-Up, eTMF, CTMS) are fully understood, optimized, and aligned with platform capabilities.
- Develop a deep understanding of the business processes across different modules of the Veeva ClinOps Vault, including Study Start-Up, eTMF, CTMS, and more.
- Act as a subject matter expert for the ClinOps Vault platform, advising business users on best practices for utilizing the platform.
- Ensure that all business process changes, or new requirements are aligned with the overall platform strategy and capabilities.
- Serve as the liaison between business stakeholders, IT, and external vendors to ensure that business requirements are effectively captured, understood, and executed.
- Collaborate closely with platform architects, developers, and testers to ensure that solutions are designed and implemented to meet business requirements.
- Manage relationships with the business analyst vendor team, ensuring that vendor-delivered business analysis aligns with internal standards and objectives.
- Collaborate with the testing team to ensure that test plans, test cases, and validation processes align with the business requirements.
- Ensure compliance with GxP, regulatory requirements, and quality standards, particularly for validation testing.

- Ensure that all business requirements, processes, and related documentation are accurately captured and maintained.
- Provide regular updates and reports to senior leadership on the status of business analysis efforts, platform enhancements, and ongoing initiatives.

#### Key Qualifications:

#### Education:

- Bachelor's degree in Information Technology, Business Administration, or a related field. A Master's degree or relevant certification (e.g., CBAP, PMP) is preferred.

#### Experience:

- 10-13 years of experience in business analysis, with at least 5-6 years of experience working in or around clinical operations, clinical systems, or related areas.
- Deep understanding of Veeva ClinOps Vault modules, including Study Start-Up, eTMF, CTMS, and their associated business processes.
- Proven experience managing business analysis for large-scale platforms in the pharma or life sciences industry.
- Demonstrated success in collaborating with stakeholders, translating business needs into technical requirements, and delivering solutions.
- Experience managing vendor teams and ensuring alignment with internal business objectives.

#### Skills:

- Strong business process understanding within clinical operations and the Veeva ClinOps Vault.
- Ability to translate complex business needs into clear, actionable requirements and specifications.
- Strong stakeholder management and communication skills, with the ability to collaborate effectively across various teams and levels of the organization.
- Solid understanding of test management, particularly as it relates to business requirement validation and regulatory compliance (e.g., GxP).
- Ability to manage multiple priorities, deliverables, and deadlines in a fast-paced environment.

#### Preferred Competencies:

- Familiarity with regulatory requirements such as GxP and clinical data management processes.
- Experience in managing business analysis and testing for validated systems in the pharma/biotech industry.
- Agile and Waterfall project management experience, with the ability to adapt as needed.

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Division

Operations

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Technology Transformation

Job Type

Full time

Employment Type

Regular

Shift Work

No

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