NOVARTIS

Sr. Spec. DDIT IES Projects

Job ID
REQ-10025121
Oct 10, 2024
India

Summary

Lead and manage Projects of all medium complexity within the IES Infrastructure and M&A Programs.
• Directly manage projects (PM) from start-up to completion, including change management.
• Plan and organize projects , establish project governance models and staffing profiles.

About the Role

Lead and manage Projects of all medium complexity within the IES Infrastructure and M&A Programs with main focus on Cloud & Infrastructure Services (CIS).

Project Focus

- Directly manage projects (PM) from start-up to completion, including change management.
- Plan and organize projects , establish project governance models and staffing profiles. Develop project Key Performance and Success Measures (KPIs).
- Responsible for achieving the project objectives.
- Manage quality, timeliness and cost of the project deliverables.
- Maintain control over the projects status including updating of the Portfolio Management Tool (UBM SNOW)
- Manage all aspects of project expenditure and budget including CARs, Purchase Orders, financial status reporting etc
- Overall Stakeholder management.
- Ensure all Infrastructure services are delivered in accordance with agreed Service Level Agreements and agreed Project Plans.
- Create/maintain master project plan
- Develop/maintain all required project documentation
- Provide monthly forecasts for projects, ensure actuals are booked on time and a current financial overview is maintained.

Staffing Focus

- Acquire internal and/or external resources to accomplish project objectives.
- Lead and manage project resources

Risk Management, Reporting and Communications Focus

- Identify, manage and remediate project risks and issues
- Ensure appropriate involvement of project Steering Committees including status reporting and resolution of escalated issues

- Manage escalations with various internal support groups (e.g. service lines) and external service providers (e.g., PMaaS).
- Report project status through defined IMA / IES channels.

Compliance/Quality Focus

- Ensure compliance to the Novartis project methodology (ICE), GxP and other IES / Novartis processes and procedures (where applicable).

IES IMAP Focus

- Collaborate with selected strategic partners capable of providing strong Connectivity Services expertise.
- Share best practices and collaborate within various IES / IMAP Domains in the development of best practices and Standard Operating Procedures (SOPs) (Project focus (best practices) and Departmental Focus (e.g. SOPs.)

Domain Specific

- Understand (project related) Critical Success Factors for key Domain customers - align activities to ensure successful achievement of these.
- Understand current and future direction of the Connectivity domain and ensure all project needs are addressed appropriately. Deep understanding of business value achieved for all domain projects (customer centricity).

ACCOUNTABILITIES

In addition to accountabilities listed above in Job Purpose:

Responsible for managing projects to provide IT solutions. This role gives the project team directions and maintains control of progress, quality and budget.

- Manages and represent the project from start-up to completion.
- Plans and organize the project, allocate internal and/or external resources to accomplish project tasks.
- Leads the project staff.
- Assumes responsibility for achieving the project objectives.
- Manages quality, timeliness and cost of the deliverables.
- Maintains control over the project's status and budget.
- Reports project status and issues where help is needed to the Steering Committee.
- Complies to the Novartis project management methodology ("ICE") and GxP where applicable.

Responsibility for managing an IT service provider's budgeting, accounting and charging requirements.

- Examines and reports on value for money on all major activities, projects and proposed expenditure items for IT.

Ensures available Capacity for the demand, and ensures up to date Resource Management Database and Resource Management Process

- Ensures identification of appropriate resource requirements for allocated Projects.
- Develops and manages the overall Resource plan for allocated Projects.
- Ensures that adequate resources are available at the appropriate levels of capacity to meet the demand.

GENERAL REQUIREMENTS

- Being compliant with all internal processes, regulations and procedures (SOPs).
- Execute all other tasks or projects assigned by the line manager.
- Comply with all valid regulations of India [INHY location]
- Inform direct superior about non-standards situations/information.
- Active attitude towards his/her own professional development according to agreed goals.
- On time reporting of spontaneous adverse events (AE) reports and technical complaints for all Novartis products.

KEY PERFORMANCE INDICATORS/MEASURES OF SUCCESS

- Satisfaction of key customers of the Cloud & Infrastructure domain (e.g., service lines).
- Cloud & Infrastructure projects successfully delivered on time, on budget, on quality, on value consistent with Novartis standards/regulations and fully aligned with IES IMA strategy.
- Adhere to defined management and delivery processes for IT projects and other Policies relevant to the project scope
- Actively engage in collection and performing of lessons learned to improve knowledge and processes in IMA
- Multi Rater feedback and or end of project surveys

- **Languages :**
- English.

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

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
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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