NOVARTIS

P&O Portfolio Manager

Job ID
REQ-10029750
Dec 13, 2024
Ireland

Summary

Partner with P&O COEs (Centers of Excellence) to manage and qualify project requests, provide guidance on shaping project business cases and benefits, We're a team of dedicated and smart people united by a drive to achieve together.

You will Partner with P&O (People & Organisation - HR) COEs (Centers of Excellence) to manage and qualify project requests, provide guidance on shaping project business cases and benefits, ensuring alignment with the P&O Strategy. Manage and maintain the P&O Portfolio Office tools and processes. Ensure P&O stakeholder needs are translated into prioritized requirements to develop and maintain solution roadmaps, support user adoption and overall portfolio performance. Support delivery of priority P&O projects / programs as required.

About the Role

Key Responsibilities:

- Collaborate with COE project requestors to shape project demands, provide guidance and support on adhering to the P&O Project Management tools and processes.
- Provide training and support to P&O project managers and teams to enable effective usage of portfolio products, tools and processes. Use stakeholder feedback and insights to drive continuous improvement in portfolio management and ways of working.
- Support adoption, schedule information sessions, clinics and formal training on portfolio products, tools and processes as required.
- Support the definition of the roadmap for P&O Portfolio and Project management products, tools and processes.
- Gather requirements from stakeholders and prioritize based on business value, feasibility, and strategic goals.
- Maintain, execute, and enhance the P&O Portfolio Office reporting suite.
- Perform / co-ordinate testing cycles of products, tools, reports, and/or processes prior to scaled rollout.
- Own and execute day-to-day product & tool admin activities (e.g. Add/revoke user access permissions, simplex configurations, ticket management.

What you'll bring to the role:

ESSENTIAL CRITERIA

- Bachelor's degree in business discipline, Computer Science, or a related field.
- Proven experience in a portfolio and project management context with Strong knowledge of project management methodologies, tools, and best practices.
- Strong work experience in a problem-solving capacity and/ or as project leader / managing multiple senior stakeholders across various functions & geographies.
- Analytical mindset with strong problem-solving skills with experience of tools such as PowerBI.
- Exceptional communication and collaboration abilities, with the capability to build effective relationships with stakeholders at all levels. Strong leadership and influencing skills, with the ability to drive change and foster a culture of continuous improvement.
- Excellent organizational and time management skills, with the ability to prioritize and manage multiple projects simultaneously. Ability to operate with significant autonomy and discretion. Experience working in an Agile development environment.
- Excellent oral & written communication with fluency in English with other languages desirable.

DESIRABLE CRITERIA

- Management Consulting experience.
- Certification or experience in project management.
- Experience with Human Resources trends, best practices, and technology solutions.

Why Novartis? Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: https://www.novartis.com/about/strategy/people-and-culture

Join our Novartis Network:

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

Commitment to Diversity & Inclusion: The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. 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

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
People & Organization
Business Unit
CTS
Location
Ireland
Site
Dublin (Country President Office (CPO))
Company / Legal Entity
IE02 (FCRS = IE002) Novartis Ireland Ltd
Functional Area
Human Resources
Job Type
Full time
Employment Type
Regular
Shift Work
No
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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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