

# Head, Business Excellence

Job ID  
REQ-10029969  
Nov 15, 2024  
Mexico

## Summary

Location: Mexico City #Hybrid

About the role:

The Head, Business Excellence is responsible for leading the business operations function within Scientific Operations.

## About the Role

### Major Accountabilities :

- Lead team (2-4 direct reports with global locations) executing purchase order management for Scientific Operations. This includes vendor onboarding, third party risk management, troubleshooting and engagement with enabling functionals (procurement, financial review and accounting, risk management etc.)
- Prepares budget models, monitors executing of budget and prepares regular and special-purpose reports, maintains historical records, analyzes trends, establishes operational cost and personnel forecasts, recommends and interprets actuals vs plan. Works in very close collaboration with BR finance business partner to ensure budget planning and execution accuracy.
- Manages overall headcount reporting & planning processes. Lead capital expense and low value asset planning & execution.
- Support strategic & process excellence projects with financial intelligence and impact assessment.
- Oversees the operational financial performance lifecycle for Scientific Operations in close collaboration for BR finance business partners.
- Ensures a high quality and efficient support with focus on procurement, animal. Import/export, ticketing & troubleshooting and KPI reporting.
- Act as global Business Continuity Coordinator for SciOps with liaison into the ERC business continuity team for BR.
- Financial and compliance reviewer and approver for SciOps agreements & speaker engagements.

### Minimum Requirements:

- Bachelor's degree in life sciences, business, engineering and/or technical area or comparable education
- Project Management Certification (PMP or IPMA) is considered a plus
- English fluent (written and spoken)
- 10-12+ years of experience in the medical, pharmaceutical or (bio-) chemical industries in an operational role

- Knowledge of operational excellence. Formal training in Lean and/or Six Sigma desirable
- Deep knowledge of budget planning and forecasting methodologies including capital equipment, facility projects etc.
- Experience working within a matrixed, multidisciplinary organization, preferably across countries and cultures.
- High organizational and learning agility with proven project management and change management skills.
- Ability to influence and motivate others. Strong customer focus with ability to translate stakeholder business objectives into financial planning and analysis needs
- Strong planning and organizational skills. Strong leadership and consensus building skills. Strong communication skills (written and spoken)

**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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Division

Biomedical Research

Business Unit

CTS

Location

Mexico

Site

INSURGENTES

Company / Legal Entity

MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Novartis tiene el compromiso de trabajar y proporcionar adaptaciones razonables para personas con discapacidad. Si, debido a una condición médica o discapacidad, necesita una adaptación razonable para cualquier parte del proceso de contratación, o para desempeñar las funciones esenciales de un puesto, envíe un correo electrónico a [tas.mexico@novartis.com](mailto:tas.mexico@novartis.com) y permítanos conocer la naturaleza de su solicitud y su información de contacto. Incluya el número de posición en su mensaje.

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