

Associate Director, MA Portfolio & Programme Management

Job ID
REQ-10078862
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Великобритания
Available in: English

Сводка

Step into a pivotal role where your expertise will drive the planning and operational oversight of therapeutic area programs and portfolios, and transform complex data into actionable insights for senior leadership. As a key partner to Global Medical Directors and cross-functional teams, you'll ensure high-quality, timely, and cost-effective execution of Medical Affairs program objectives. Your leadership will foster operational excellence, process simplification, and a culture of compliance - empowering teams to thrive in a dynamic, matrixed environment and adapt quickly to evolving business needs.

About the Role

Responsibilities:

- Acts at the operational lead for the medical strategy of assigned programs
- Be the central connector linking Medical Directors, SciComms, Study Management, Finance, and other partners for medical program teams to operates with clarity, accountability, and strong governance
- Lead the planning and operational oversight of therapeutic area (TA) owned medical budgets, consolidating Scientific Communications and Study Execution budget reports into comprehensive, category-level overviews with insights, risks, and opportunities for monthly review by senior leadership.
- Partner closely with Global and International Medical Affairs Medical Directors to coordinate operational planning, monitoring, and reporting of TA-owned operational management activities, ensuring alignment with business objectives.
- Translates complex activity plans and portfolio information into clear, actionable insights for program team forums, enabling strategic decision-making
- Drives operational excellence: consolidating data, managing cross-functional meetings, monitoring performance, resolving issues, and safeguarding compliance
- Manage key functional interfaces and act as the single point of contact for disease area and cross-functional partners, facilitating effective communication and collaboration.
- Lead the management of Program Medical Affairs Team meetings, including setting agendas, taking minutes, and following up on actions with business owners to ensure accountability and progress.
- Oversee and track program objectives and deliverables, consolidating and reporting portfolio and budget information for assigned disease areas, including operational risks and mitigations, and ensuring adherence to business processes for review, approvals, and documentation.
- As a member of the Portfolio and Program Management team, contribute to team objective setting, achievement, communication, and culture-building, representing the function in key meetings and supporting the team's culture journey.

Essential for the role:

- Advanced degree or equivalent education in life sciences or healthcare; Doctor of Pharmacy or Doctor of Philosophy preferred.
- At least 8 years of proven operational experience in planning, executing, and reporting global or international programs within a pharmaceutical company or contract research organisation.
- Demonstrated ability to work independently in a complex matrix environment, including remote or virtual teams.
- Strong program management skills with a track record of meeting timelines and delivering high-quality results.
- Excellent communication, influencing, and negotiation skills, with the ability to build effective relationships with internal and external stakeholders.
- In-depth understanding of medical affairs activities, functions, and responsibilities, including Good Clinical Practice and global drug development processes.
- Experience in budget planning, resource allocation, and management of operational issues within medical affairs or clinical research.
- Proven leadership in operational aspects, including process adherence, risk management, and compliance with quality standards.

Desirable for the role:

- Robust understanding of basic science or relevant therapeutic areas, with solid knowledge of global drug development processes.
- Robust experience in program and/or portfolio management
- Advanced understanding of business processes and experience working cross-functionally in global teams.

Benefits & Rewards:

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for rde: £67,900.00 to 126,100.00

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters. Long-term equity awards granted at group level may also be part of your package. Further details will be provided during the application process.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all

employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Commitment to Diversity & Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Primary location salary range
£67,900.00 - £126,100.00
Дивизион
Development
Business Unit
Marketing
Место
Великобритания
Сайт
London (The Westworks)
Company / Legal Entity
GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.
Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
Shift Work
No

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