

Senior Specialist, Resource Management & Operations

Job ID

REQ-10077316

май 18, 2026

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Сводка

Are you ready to shape how a global organisation manages its most critical asset - its people? We are seeking a Senior Specialist, Resource Management & Operations to join the Business Planning & External Partnerships team within the Biomedical Research Data & Digital organisation at Novartis. In this role, you will help shape how our organisation plans, manages, and optimises its workforce processes - giving senior leaders visibility, structure, and support. Your work will directly contribute to stronger operational excellence, better resource transparency, and more effective delivery across a complex global environment.

This is an exciting opportunity for someone who enjoys combining strategy, operations, and stakeholder partnership. You will work closely with senior leaders across BR Data & Digital, influence how resource management evolves, and help build processes that are scalable, data-driven, and fit for the future. If you are motivated by ownership, continuous improvement, and meaningful impact, this role offers a strong platform for growth and visibility.

Location: Prague, Czech Republic #LI-Hybrid

This role is based in Prague, Czech Republic. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

About the Role

Responsibilities:

- Owns and continuously evolve the end-to-end Resource Request process for D&D's internal and external workforce, considering business needs, scalability, efficiency and cost discipline.
- Partner with senior stakeholders across D&D as well as external partners to connect resourcing decisions to strategic priorities, delivery goals, and financial planning cycles.
- Manage request pipeline and ensure requests keep moving by monitoring SLA performance, removing bottlenecks, and escalating risks or delays before they impact delivery.
- Lead the design and operation of the resource tracking ecosystem across JIRA, Planview, and supporting tools, creating a trusted, connected view of workforce data.
- Set the standard for data quality across resource categories by establishing clear governance, ownership, and accountability for accurate, current information.
- Bring together resource data from internal trackers, vendor reports, and Planview, reducing manual effort and unlocking opportunities for smarter automation.
- Create KPIs and dashboards that give leadership clear, timely insight into the resource pipeline, allocation, vendor performance, and SLA compliance.
- Act as the go-to leader for resource management topics across D&D, partnering confidently with all leads across resource capability areas
- Turn operational data into strategic insight, helping senior stakeholders make informed, confident decisions.
- Champion the resource management process across the organisation, building trust, driving adoption, and showing the value of disciplined, high-impact resource management.

Essential for the role:

- Bachelor's degree in business, Economics, Finance or related field

- Proven experience working in business operations areas such as resource management, workforce planning or vendor management
- Demonstrated experience owning and improving complex, cross-functional processes within a matrix organisation
- Strong strategic and operational mindset with the ability to translate direction into effective execution
- Experience engaging and influencing senior stakeholders across functions and levels
- Strong analytical and data governance skills, with the ability to design dashboards, define KPIs and translate operational data into strategic insight
- Experience working with resource or project management tools such as JIRA, Planview or similar enterprise platforms
- Excellent written and verbal communication skills in English, with the ability to convey complex topics clearly

Benefits & Rewards

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card; Public Transportation Allowance. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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.

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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 \(PDF 30 MB\)](#)

Дивизион

Biomedical Research

Business Unit

Information Technology

Место

Чехия

Сайт

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o.

Functional Area

Technology Transformation

Job Type

Full time

Employment Type

Regular

Shift Work

No
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