

Associate Director - Assessment & Selection

Job ID
REQ-10087213
сен 09, 2026
Великобритания

Сводка

We're a team of dedicated people united by a drive to achieve a higher purpose together. You will play a key part in designing, delivering, and continuously evolving our assessment solutions. By combining evidence-based assessment practices with innovative approaches, you will help identify talent that can succeed today while unlocking potential for the future.

Alongside your assessment expertise, you will serve as the Global Process Manager for the Assessment & Selection function, optimising how we work, improving user experiences, strengthening governance, and driving continuous improvement across our processes, tools, vendor ecosystem, and cross-functional partnerships. A significant part of this role will also involve leading and supporting change management as we implement our new assessment strategy, introduce new vendors, and embed a refreshed assessment approach across the organisation. Through this work, you will help deliver high-quality, scalable, and future-ready assessment solutions.

About the Role

Key Responsibilities:

- **Design and improve assessment solutions** for hiring, talent development, and succession planning, ensuring they are effective, evidence-based, and aligned with business needs.
- **Provide specialist assessment expertise** across structured interviews, psychometric tools, and other selection methods to support fair and informed talent decisions.
- **Partner with Talent teams and business stakeholders** to identify assessment requirements and recommend suitable tools, processes, and external vendors.
- **Ensure assessment quality and compliance** by maintaining valid, reliable, inclusive, legally defensible, and user-friendly assessment approaches.
- **Manage assessment operations and vendor relationships**, including service delivery, reporting, knowledge management, provider performance, and continuous improvement.
- **Drive global process management and optimisation** by embedding assessment data into talent processes, monitoring performance, and improving data governance, quality, and integrity.
- **Support standardisation, automation, and digital transformation** across the assessment ecosystem to improve scalability, efficiency, compliance, and user experience.
- **Champion collaborative, human-centred ways of working** by applying Human-Centred Design, adopting an AI-first mindset, supporting change adoption, and meeting Novartis compliance obligations.

Essential Criteria

- Degree in Occupational, Industrial/Organisational, Business Psychology or a related field, or equivalent professional experience with
- Strong expertise in assessment and selection methodologies, including structured interviews, psychometric assessments and talent evaluation approaches with solid understanding of assessment principles including validity, reliability, fairness, bias mitigation and candidate experience.
- Proven experience designing, implementing, and managing assessment solutions across selection, development, or succession planning, while leading & supporting transformation programmes, and process improvement initiatives within complex organisations.
- Strong process orientation, ability to own and lead on continuous improvement of processes, data and governance with a continuous improvement mindset with a passion for creating scalable, user-centred solutions.
- Experience working with external vendors and managing service delivery with a strong stakeholder management and consulting skills, with the ability to influence and build trusted relationships.
- Data-driven mindset, using insights to improve decision-making, process effectiveness and business outcomes with AI-enabled ways of working.
- Fluency in English, both written & Verbal.

Benefits & Rewards

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

Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Expected Annual Base Salary Range for role: 67,130.00 - 124,670.00 GBP

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 **1/3** 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.

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.

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 diversity.inclusion_ch@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>

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>

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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

£67,130.00 - £124,670.00

Дивизион

People & Organization

Business Unit

Human Resources

Место

Великобритания

Сайт

London (The Westworks)

Company / Legal Entity

GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Functional Area

Управление персоналом

Job Type

Full time

Employment Type

Regular

Shift Work

No

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