NOVARTIS

Associate Director, Analytics Governance & Operations

Job ID
REQ-10090122
Окт. 27, 2026
США

Сводка

#LI-Remote

This position can be based remotely anywhere in the U.S. (there may be some restrictions based on legal entity). Please note that this role would not provide relocation as a result. The expectation of working hours and travel (domestic and/or international) will be defined by the hiring manager. This position will require travel per the manager's discretion.

Job description summary

The US Insights & Analytics (I&A) organization engineers the optimal decision environment for the US business by orchestrating, integrating, and synthesizing insights and analytics across therapeutic areas, functions, and the enterprise. Enterprise I&A drives enterprise decision environments through integrated executive analytics and portfolio insights that enable the organization to prioritize investments, track performance, and shape strategic direction.

The Associate Director, Analytics Governance & Operations leads analytics governance operations, stewardship coordination, organizational reporting, knowledge management, and operational modernization for the Decision Intelligence & Analytics Capabilities organization.

The Associate Director modernizes recurring governance, stewardship, reporting, planning, and portfolio administration processes through standardized workflows, reusable assets, self-service solutions, automation, and agent-enabled approaches that improve consistency, productivity, scalability, and execution effectiveness.

About the Role

Key Responsibilities:

- Owns governance operations, stewardship operations, portfolio administration, organizational reporting, reusable assets, knowledge management, enablement programs, and operational modernization initiatives supporting the Decision Intelligence & Analytics Capabilities organization.
- The role supports capability leaders by operationalizing governance, stewardship, planning, reporting, modernization, and performance management processes, but does not own governance decisions, capability strategies, requirements prioritization, capability roadmaps, adoption strategies, or value realization decisions.
- The role partners with Strategy, Platforms & Technology (SPT) and AI & Platform Products to implement automation and agent-enabled operational workflows, but does not own platforms, engineering, technical architecture, automation technologies, or agent development. The role supports consistent execution across US and HYD teams through common operational processes, reusable assets, reporting, and governance support.
- Administers governance forums, stewardship workflows, issue intake, escalation management, and resolution tracking processes supporting capability leaders and data stewards.
- Maintains portfolio reporting, roadmap documentation, initiative tracking, dependency registers, organizational scorecards, and leadership dashboards.
- Develops and maintain reusable operational tools, templates, playbooks, workflow assets, reporting solutions, knowledge repositories, and self-service resources.
- Coordinates governance operations, stewardship workflows, reporting processes, operational metrics, and reusable asset management across US and HYD teams

Essential Requirements:

- Minimum 6+ years of experience in analytics operations, business operations, PMO, governance, reporting, portfolio administration, or related functions.
- Bachelor's degree required. Advanced degree in Business, Operations, Analytics, Information Systems, Management, or a related field preferred.
- Fluent English; other languages desirable.
- Experience supporting governance, stewardship, reporting, documentation, issue management, organizational planning, performance management, or portfolio administration.
- Experience coordinating cross-functional initiatives in matrix organizations and supporting global operating models.
- Pharmaceutical, biotechnology, healthcare, life sciences, analytics, data, technology, or transformation experience preferred.

Novartis Compensation Summary:

The salary for this position is expected to range between $152,600 and $283,400 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

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)

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Дивизион
US
Business Unit
Marketing
Место
США
Состояние
Remote, US
Сайт
Remote Position (USA)
Company / Legal Entity
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation
Functional Area
Маркетинг
Job Type
Full time
Employment Type
Regular
Shift Work
No

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