

Global Program Associate Director

Job ID

REQ-10061182

Mar 31, 2026

LOC_GB

About the Role

The Global Program Associate Director (GPAD) will provide project management expertise and operational support for global drug development programs. GPADs are members of the Global Program Team (GPT) and are accountable for maintaining accurate plans, documentation, resource forecasts, and efficient day-to-day operation of the GPT. They also resolve program issues and facilitate alignment across sub-teams and line functions. Additionally, they contribute to cross-functional strategy and project plan scenario generation, proactively identify, track and manage project risks, ensure GPT effectiveness, and support creation of executive communication about respective project(s).

This role is based in Dublin, Ireland; Westworks, London, UK or Barcelona, Spain. We operate a hybrid approach to working with the expectation of 12 days/month in the office. Please note that relocation is not available at this time and we can only consider Candidates in location or a commutable distance to our Offices.

Your Key Responsibilities:

- Contribute to the development of the program/project strategy and partner with the Global Program Executive Director (GPED)/Global Program Director (GPD) (as applicable) and GPT members to translate the strategy into a realistic Integrated Development Plan (IDP)
- Coordinate preparation and compilation of strategic documents and preparations for project tollgates (endorsement for moving through the development phases) in collaboration with the GPT and GPED/GPD (as applicable)
- Proactively identify project risks and issues and contribute to development of mitigation strategies
- Support communication of program/project status, changes and risks horizontally and vertically in a proactive, transparent and timely manner
- Support preparation of comprehensive program/project recommendations and presentations for governance boards
- Manage GPT meeting logistics and prepare high quality GPT agendas and draft minutes in a timely manner. Record action items / decisions and liaise with GPT members on follow-up activities and deliverables.
- Support timely executive communication of project status as required by the organization (e.g., One Pager, Executive Gantt chart, monthly Innovation Management Board (IMB)/Development Leadership Team (DevLT) updates, GPT minutes)
- Lead generation and maintenance of a complete and accurate project plan and forecast in the enterprise planning system (e.g., Horizon). This includes liaising with partner functions to ensure a realistic plan that reflects the strategy.
- Partner with Global Program Head (GPH) and GPED or GPD (as applicable) to enable a successful team culture based on the Novartis values and behaviors, the expertise and contributions of the GPT members, shared responsibility, and the coordination of work towards a common goal
- Demonstrate behavioral strengths of proactivity, resilience, personal integrity, commitment to excellence, critical/analytical thinking, courage and creativity, agility and influence.

Role Requirements

Essential Requirements:

- Masters or Doctorate in life sciences (or MBA with Bachelor of Science degree) and 5+ years Pharma industry experience
- 5+ years or equivalent multi-/cross functional team experience
- Experienced leading projects and programs in a disease /therapeutic area, such as Oncology, Cardiovascular, Renal and Metabolic, Immunology or Neuroscience

- Strong knowledge in clinical drug development and the Research and Development continuum
- Excellent project / program management skills with direct experience leading projects in a pharma/clinical setting

Desirable Requirements:

- Previous track record of success in working with large scale and complex international and multidisciplinary drug development teams
- Expert planning and tracking skills, ability to use proper tools in program management
- Well organized, focused on results, capable of managing multiple projects, excellent time management skills with respect to priorities and self-management
- Strong interpersonal and communication skills (written and verbal) for bridging across diverse, cross functional, multi-national, geographically dispersed teams

Role Requirements

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 \(PDF 30 MB\)](#)

Division

DIV_GD

Business Unit

Development

Location

LOC_GB

Site

London (The Westworks)

Company / Legal Entity

GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Alternative Location 1

LOC_IE

Alternative Location 2

LOC_ES

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Job ID

REQ-10061182

Global Program Associate Director

[Apply to Job](#)

Source URL: <https://prod1.jobapi.novartis.com.cn/req-10061182-global-program-associate-director>

1. <https://prod1.jobapi.novartis.com.cn/req-10061182-global-program-associate-director>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/London-The-Westworks/Global-Program-Associate-Director_REQ-10061182-1
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/London-The-Westworks/Global-Program-Associate-Director_REQ-10061182-1