

Chief of Staff

Job ID

REQ-10080104

Jun 08, 2026

LOC_US

About the Role

Key Responsibilities:

Strategic partnership with US President

- Serve as a close advisor and thought partner to the US President on business priorities, organizational effectiveness, leadership team dynamics, and enterprise decision-making
- Translate the US President's priorities into actionable agendas, decision points, follow-up actions, ensuring time, attention, and engagement are focused on the highest-value priorities
- Help US President preparing for key internal and external engagements, including US LT, Town Halls and other US governance forums, ECN, Board, Investor Relation events, engagements with HCPs, healthcare/non-healthcare organizations etc.
- Coordinate briefing materials, pre-reads, talking points, meeting objectives, and executive follow-ups in partnership with relevant teams
- Own ECN and Board content creation, in partnership with relevant teams
- Anticipate issues, identify risks or misalignments, and help surface decisions requiring President or US LT attention

The COS will have regular connections with the US President and act as a trusted sounding board on sensitive topics requiring judgment, discretion, and organizational awareness US Leadership Team Orchestration

- Establish and manage the US LT operating rhythm, including leadership meetings, business reviews, strategic offsites, governance forums, decision-making cadences, and follow-up mechanisms
- Manage and continuously improve the effectiveness of the US LT operating model
- Shape US LT meeting agendas in partnership with the President and relevant functional leaders, ensuring the right balance of strategy, performance, people, risk, transformation, and enterprise topics
- Drive clarity on decisions, owners, timelines, and follow-up actions from US LT discussions
- Support leadership team effectiveness by identifying areas of duplication, misalignment, or unclear accountability
- Ensure leadership discussions are connected across commercial priorities, medical/scientific priorities, market access, policy, operations, talent, culture, AI/technology, compliance, and transformation

Strategy development and deployment

- Serve as a key interface between the Office of the President and the Strategy, Platforms & Transformation team
- Partner closely with Chief Strategy, Platforms & Transformation Officer to ensure US strategic priorities, transformation initiatives, and business planning processes are well connected to the President's agenda and USLT operating rhythm
- CoS will share updates/feedback from US President/ECN/BoD with CSPT only when related to the topics led by SPT. Additionally, will share information/context based on discussions with CEO CoS and Strategic Assistants from other Novartis units.
- Help translate strategic choices and transformation priorities into leadership decisions, governance forums, execution plans, and communication narratives
- Ensure transformation work is integrated into the broader business cadence rather than operating as a parallel process
- Partner with Strategy, Platforms & Transformation to develop executive-level materials, synthesize insights, frame decisions, and support leadership alignment
- Together, the CoS and CSPT will have regular connections with US President to discuss all topics related to US

Business Strategy development

- CoS and CSPT will partner to organize and lead US LT Strategy offsites

CoS will work on US Business Strategy development in partnership with CSPT, leading content creation and executive materials development (ECN/BoD). Lead and engage teams across (and connected to) US Commercial

- Act as the Community of Practice leader for Strategic Assistants across US Commercial to ensure alignment and progress toward shared outcomes. Escalate challenges to individual or collective USLT members as needed.
 - Create a forum amongst SA's to sharing best practices and flagging challenges to prioritized outcomes
- Partner with enterprise counterparts across Novartis to gather key inputs and to share US strategic priorities to create an increasingly networked organization that translates strategic intent into efficient and effective operational impact for patients.
- Bring Functional Leads, COEs and SMEs together across organizational and geographic boundaries to achieve US Commercial strategic priorities

Essential Requirements:

Education:

- Advanced degree or equivalent education in life science/healthcare preferred. MBA or equivalent preferred.
- Minimum of 7 years in pharmaceutical, biotech, health policy, healthcare, or healthcare consulting industry
- Minimum of 2 years leading complex projects or initiatives requiring global and local alignment
- 2+ years with significant consulting group preferred
- Minimum 3 years of commercial experience preferably with a multi-functional experience in a pharmaceutical, biotech, healthcare or consulting environment
- Experience in project management and translation of strategy into execution
- Strong ability to simplify complex concepts & strategies and “tell a story” orally and in writing
- Strong analytical skills and an ability to generate insights and develop relevant action plans
- Strong influencing skills, and the ability to exercise tact and diplomacy in stressful situations
- Ability to manage multiple priorities and a heavy workload
- Curious, with excellent listening skills; able to challenge current thinking
- Track record of exceptional performance and execution that drives results
- Ability to lead, manage and motivate teams, with or without authority
- Experience working collaboratively across the matrix

The salary for this position is expected to range between \$185,500.00 and \$344,500.00 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.

To learn more about the culture, rewards and benefits we offer our people [click here](#).

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_IU

Business Unit

General Management

Location

LOC_US

Site

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

FCT_BS

Job Type

Full time

Employment Type

Regular

Shift Work

No

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