

US Head of Operations, Discovery Sciences

Job ID

REQ-10084391

Aug 04, 2026

LOC_US

About the Role

Internal Job Title: Associate Director

Position Location: onsite, Cambridge, MA #LI-Onsite

Key Responsibilities:

- US operations leadership: Provide strategic and operational leadership for US laboratory and business operations to ensure consistent, efficient, and compliant execution across DSc sites.
- Budget & financial stewardship: Lead planning, forecasting, and prioritization with Finance and DSc leadership to ensure responsible allocation aligned to scientific objectives across budget categories.
- Laboratory operations & infrastructure enablement: Oversee US lab operations including space strategy, equipment lifecycle, vendor management, and infrastructure investments. Ensure lab environments and capabilities are safe, compliant, fit-for-purpose, and future-ready. Engage directly with and influence Facilities and external third parties to plan and execute construction projects to enable the future of DSc's work.
- Operational excellence & process governance: Design, implement, and continuously improve cross-site operational processes, governance, and tools, such as purchasing, CapEx, business continuity, and digital enablement. Act as an escalation point and process owner for critical operational topics.
- People leadership & organization development: Lead, coach, and develop a high-performing operations team. Work with the Global Head of Operations to set clear direction, enable collaboration across geographies, and build capabilities to support DSc growth and change. Lead and support operational transformation, including digitalization, new ways of working, and infrastructure evolution.
- Matrix partnership & cross-domain delivery: Within the DSc Chief of Staff partner with peer domain leads, including portfolio, initiatives, strategy, communications, and engagement, to enable aligned decision-making and coordinated execution of DSc priorities. Serve as a proactive, engaged and leading member of the DSc US Leadership Team.
- Trusted partnering with leaders and scientists: Proactively identify risks and opportunities, remove operational barriers so leaders and scientists can focus on science. Provide pragmatic solutions in a complex, highly matrixed environment and solve problems with high agility.
- Enterprise & external interface: Act as a key DSc operations interface to BR and enterprise functions, including Scientific Operations, Finance, People & Organizations (HR), Real Estate & Facilities (REFS), Data and Digital (IT), Procurement, Quality, and HSE, and selected external partners and vendors; represent DSc needs, advocate and contribute to broader initiatives.

Essential Requirements:

- Bachelor's, Master's and/or PhD in a relevant life-science or related field; advanced degree preferred.
- 8+ years' experience in a biomedical/life sciences environment, with demonstrated ability to enable scientific organizations through strong operational leadership.
- Proven enterprise stakeholder management and influence in a highly matrixed organization; trusted partner to scientific and organizational leaders; solves problems with high agility.
- Experience in strategic planning and execution, including translating strategy into integrated operational plans and measurable outcomes.
- Demonstrated people leadership: building and developing high-performing teams, leading through ambiguity, and enabling effective matrix leadership across geographies.
- Change leadership experience, including delivering transformation initiatives and implementing new ways of working.

- Strong communication, collaboration, and organizational skills; high emotional intelligence and ability to build durable partnerships.

Desirable Requirements:

- Strong financial stewardship capabilities, including leading budgeting, forecasting, prioritization, and investment decisions, including OpEx and CapEx, in partnership with Finance.
- Track record in operational excellence, continuous improvement, and governance/process ownership across operational domains, such as lab operations, procurement, business continuity, and digital enablement.

Compensation and Benefits:

The salary for this position is expected to range between \$132,300 and \$245,700 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_RE

Business Unit

Research

Location

LOC_US

Site

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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