

# Global Regulatory Affairs Operations Resource Planner

Job ID

REQ-10077741

May 20, 2026

LOC\_GB

## About the Role

### Key Responsibilities

- Partner with stakeholders to gather, validate and maintain accurate and complete submission planning information within operational planning tools.
- Collaborate across Regulatory Operations, including Submission Managers, Publishers, leadership and Development Unit stakeholders, to support effective and timely resource allocation.
- Contribute to the optimisation of resource assignment processes by implementing and supporting efficient workflows, tools and continuous improvements.
- Apply working knowledge of global submission types, dossier components and publishing requirements to inform planning activities.
- Ensure balanced and prioritised allocation of submission resources in line with portfolio needs and organisational priorities.
- Develop, maintain and deliver standard resource planning metrics and insights to support leadership decision-making.
- Support and contribute to key initiatives related to resource planning, reporting and operational excellence.

### Essential Requirements

- Demonstrated experience supporting resource planning and capacity management activities in a complex environment.
- Strong analytical skills with the ability to interpret, manage and present data effectively.
- Proven ability to coordinate and collaborate with stakeholders across a matrix organisation.
- Proficiency in using resource planning tools, systems and related technologies.
- Ability to manage multiple priorities simultaneously while maintaining a high level of accuracy and attention to detail.

### Desirable Requirements

- Demonstrates knowledge of regulatory, pharmaceutical and/or operational environments.
- Experience working within project or resource allocation environments, including relevant tools or systems.
- Ability to support forecasting activities and scenario planning to inform resource decisions.
- Continuous improvement mindset with a focus on enhancing processes and operational efficiency.
- Relevant certifications (e.g. PMP, Lean or similar) are advantageous.

### Commitment to Diversity and Inclusion / EEO paragraph

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

## 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.

Functional Area

FCT\_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Job ID

REQ-10077741

## Global Regulatory Affairs Operations Resource Planner

[Apply to Job](#)

---

**Source URL:** <https://jobapi.novartis.com/req-10077741-global-regulatory-affairs-operations-resource-planner>

### List of links present in page

1. <https://jobapi.novartis.com/req-10077741-global-regulatory-affairs-operations-resource-planner>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. [https://www.novartis.com/sites/novartis\\_com/files/novartis-life-handbook.pdf](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-Regulatory-Affairs-Operations-Resource-Planner\\_REQ-10077741](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/London-The-Westworks/Global-Regulatory-Affairs-Operations-Resource-Planner_REQ-10077741)
5. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/London-The-Westworks/Global-Regulatory-Affairs-Operations-Resource-Planner\\_REQ-10077741](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/London-The-Westworks/Global-Regulatory-Affairs-Operations-Resource-Planner_REQ-10077741)