

# Workflow Automation Expert

Job ID

REQ-10078222

May 20, 2026

LOC\_US

## About the Role

Responsibilities:

- Lead end-to-end delivery of workflow automation solutions, from process discovery through to deployment and optimisation
- Design and implement scalable automation using business process management and robotic process automation technologies
- Translate business and user needs into efficient, automation-first solutions that improve reliability and reduce manual effort
- Identify high-impact automation opportunities in partnership with cross-functional stakeholders
- Ensure all automation solutions align with enterprise platforms, security, compliance and governance standards
- Collaborate across business, technical and operational teams to drive adoption and measurable outcomes
- Apply systems thinking to analyse, model and redesign processes for automation readiness
- Act as a hands-on subject matter expert and mentor, building automation and process capability across teams
- Promote best practices, frameworks and reusable solutions to elevate organisational automation maturity
- Contribute to a culture of rapid delivery, innovation and continuous improvement supported by artificial intelligence-enabled approaches

Essential for the role:

- 7+ years design and delivering workflow automation solutions end-to-end
- Proven ability to translate business and user needs into scalable automation solutions through business process management and robotic process automation technologies
- Strong systems thinking skills, with experience analysing and redesigning complex processes for automation readiness
- A mindset of curiosity that drives continuous improvement and change
- Strong collaboration and communication skills, working effectively across business, technical and operational teams
- Demonstrated ability to influence stakeholders without formal authority in a complex, matrixed environment
- Practical understanding of artificial intelligence and its application within automation or transformation initiatives
- Experience working within life sciences, pharmaceutical or similarly regulated, complex environments

Desirable for the role:

- Experience in pharmaceutical drug discovery or supporting scientific research workflows
- Experience mentoring or developing others to build capability in automation, process engineering or artificial intelligence

Benefits & Rewards

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.

**Commitment to Diversity & Inclusion:**

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

**Accessibility and accommodation:**

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 in order to

perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) call +1 (877) 395-2339 and let us know that nature of your request and your contact information. Please include the job requisition number in your message.

## **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.

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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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