

# Associate Director, MA Portfolio & Programme Management

Job ID

REQ-10078862

May 28, 2026

LOC\_GB

## About the Role

Responsibilities:

- Acts at the operational lead for the medical strategy of assigned programs
- Be the central connector linking Medical Directors, SciComms, Study Management, Finance, and other partners for medical program teams to operate with clarity, accountability, and strong governance
- Lead the planning and operational oversight of therapeutic area (TA) owned medical budgets, consolidating Scientific Communications and Study Execution budget reports into comprehensive, category-level overviews with insights, risks, and opportunities for monthly review by senior leadership.
- Partner closely with Global and International Medical Affairs Medical Directors to coordinate operational planning, monitoring, and reporting of TA-owned operational management activities, ensuring alignment with business objectives.
- Translates complex activity plans and portfolio information into clear, actionable insights for program team forums, enabling strategic decision-making
- Drives operational excellence: consolidating data, managing cross-functional meetings, monitoring performance, resolving issues, and safeguarding compliance
- Manage key functional interfaces and act as the single point of contact for disease area and cross-functional partners, facilitating effective communication and collaboration.
- Lead the management of Program Medical Affairs Team meetings, including setting agendas, taking minutes, and following up on actions with business owners to ensure accountability and progress.
- Oversee and track program objectives and deliverables, consolidating and reporting portfolio and budget information for assigned disease areas, including operational risks and mitigations, and ensuring adherence to business processes for review, approvals, and documentation.
- As a member of the Portfolio and Program Management team, contribute to team objective setting, achievement, communication, and culture-building, representing the function in key meetings and supporting the team's culture journey.

Essential for the role:

- Advanced degree or equivalent education in life sciences or healthcare; Doctor of Pharmacy or Doctor of Philosophy preferred.
- At least 8 years of proven operational experience in planning, executing, and reporting global or international programs within a pharmaceutical company or contract research organisation.
- Demonstrated ability to work independently in a complex matrix environment, including remote or virtual teams.
- Strong program management skills with a track record of meeting timelines and delivering high-quality results.
- Excellent communication, influencing, and negotiation skills, with the ability to build effective relationships with internal and external stakeholders.
- In-depth understanding of medical affairs activities, functions, and responsibilities, including Good Clinical Practice and global drug development processes.
- Experience in budget planning, resource allocation, and management of operational issues within medical affairs or clinical research.
- Proven leadership in operational aspects, including process adherence, risk management, and compliance with quality standards.

Desirable for the role:

- Robust understanding of basic science or relevant therapeutic areas, with solid knowledge of global drug development processes.
- Robust experience in program and/or portfolio management
- Advanced understanding of business processes and experience working cross-functionally in global teams.

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.

## 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

Marketing

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

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