

Director, Policy

Job ID

REQ-10065124

Jan 22, 2026

LOC_JP

About the Role

Job Responsibilities:

- Lead geopolitical and trade policy analysis and development of policy narrative to leverage business while collaborating with Global Public Affairs
- Gather and analyze geopolitical information to maximize Novartis business opportunities in Japan
- Identify prioritized policy issues to be addressed by Novartis Japan in collaboration with relevant functions (V&A, Development, Com & PtA and Regulatory Affairs etc.), develop and execute PPE strategies and action plans while aligning with CLT
- Oversee Novartis' trade association activities among functions and develop company strategies, policy narrative and action plans
- Develop Novartis policy narrative with V&A, Policy Comms and other relevant functions.
- Develop stakeholder mapping for policy activities and lead maintain the relationship with policy stakeholders
- Based on the priority of Japan Public Affairs, conduct PPE activities appropriately in compliance with local regulations and Novartis internal rules

Ideal Background:

Education:

- Bachelor's degree or higher preferably (Ph.D) in Business management, Public Policy, Medical Sciences, Biology or science.

Skills and Experience:

- Language: Japanese (Native) & English (Business)
- Develop materials to complex issues to government and NVS executives (Word, PPT, and ECXCEL)
- Proactive and solutions-oriented leadership of cross-functional and external partnerships that require leading without authority and adept management of complex stakeholder relationships
- Strong understanding of the policy-making process in Japan and trade association activities
- Strong strategic mindset and experience processing new insights, external data, and complex information to not only maximize existing programs, but support the creation of alternative strategic approaches and systems
- Demonstrated project management skills, including prioritizing tasks, leading cross-functional stakeholders across a matrixed organization, and removing barriers to successfully lead and deliver on complex projects
- Excellent communication and interpersonal skills with the ability to build, problem solve, and maintain relationships with diverse stakeholders
- Knowledge of relevant regulations and guidelines related to public policy engagement
- Collaborative and team-oriented ways of working required
- (Must) At least 5 years experience in Public Affairs and Government Affairs in healthcare industry
- (Must) Experience in advocacy and lobbying for policy stakeholders
- (Preferable) Consulting & Government Official background

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_IM

Business Unit

Other

Location

LOC_JP

Site

Toranomon (NPKK Head Office)

Company / Legal Entity

JP05 (FCRS = JP005) Novartis Pharma K.K.

Functional Area

FCT_CA

Job Type

Full time

Employment Type

Regular

Shift Work

No

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5. https://novartis.wd3.myworkdayjobs.com/ja-JP/Novartis_Careers/job/Toranomon-NPKK-Head-Office/Director--Policy_REQ-10065124-1