

Director, Data Management Office

Job ID
REQ-10086146
Sep 04, 2026
LOC_US

About the Role

Key Responsibilities

- Lead demand intake, prioritization, and governance processes across the Data Governance and Data Management Office.
- Develop a consolidated portfolio view of initiatives, data products, and business priorities.
- Partner with leaders to align capacity, resources, timelines, and delivery commitments.
- Drive prioritization decisions based on business value, risk, strategy, and organizational capacity.
- Establish executive dashboards and reporting that enable informed, timely decision-making.
- Monitor portfolio performance, delivery health, resource utilization, and key milestones.
- Identify and escalate risks, dependencies, blockers, and critical decisions requiring leadership support.
- Lead governance forums, portfolio reviews, and cross-functional planning discussions.
- Standardize tools, templates, reporting routines, and program management best practices.
- Drive continuous improvement to enhance transparency, delivery predictability, and operational excellence.

Essential Requirements

- Bachelor's degree in Business Administration, Information Systems, Data Management, Engineering, Finance, or a related field.
- 10+ years of experience in program management, portfolio management, demand management, PMO leadership, data transformation, technology delivery, or enterprise operations. In Pharm OR Life Sciences experience would be preferred.
- Proven success managing complex cross-functional initiatives with multiple stakeholders, dependencies, and delivery teams.
- Strong expertise in demand management, prioritization, capacity planning, portfolio reporting, and governance.
- Experience creating executive dashboards, performance metrics, milestone tracking, and portfolio health reporting.
- Ability to analyze delivery performance, resource capacity, risks, and execution trends to drive decisions.
- Exceptional stakeholder management, communication, facilitation, and influencing skills across senior leadership teams.
- Experience working within data governance, data management, analytics, technology, or enterprise transformation environments.

Desirable Requirements

- Professional certification in Program Management, Agile, Scrum, Lean, or Portfolio Management preferred.
- Experience supporting enterprise data governance, analytics, compliance, or large-scale transformation initiatives preferred.

The salary for this position is expected to range between \$185,500 - \$344,500per 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 awardsUS-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

Division
DIV_IU
Business Unit
General Management
Location
LOC_US
Site
East Hanover
Company / Legal Entity
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation
Alternative Location 1
LOC_US
Functional Area
FCT_MM
Job Type
Full time
Employment Type
Regular
Shift Work
No
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