

Global Clinical Operations AI Program Associate Director

Job ID

REQ-10084129

Aug 26, 2026

LOC_US

About the Role

This position acts as the programmatic backbone of the AI team by supporting the coordination and alignment of GCO AI product roadmaps with Dev AI products and strategy as well as enabling Product Owners, Platform Leads and the Head of AI Transformation to deliver on the GCO AI goals.

Key Responsibilities

- Oversee planning, execution, delivery, and reporting across the Global Clinical Operations AI portfolio.
- Monitor portfolio progress, dependencies, risks, and milestones to support effective decision-making.
- Deliver portfolio reporting and insights using standardized key performance indicators and metrics.
- Partner with Product Owners and Platform Leads to maintain an integrated AI roadmap and solution landscape.
- Coordinate governance activities including intake, prioritization, risk assessment, compliance alignment, and approvals.
- Support adoption of self-service, low-code, and productivity-focused AI solutions across Clinical Operations.
- Lead change management, communications, training, and launch readiness activities for AI initiatives.
- Apply consistent program management practices, including value tracking, quality assurance, and benefits realization.

Essential Requirements

- Bachelor's degree in Computer Science, Engineering, Life Sciences, or a related discipline, or equivalent relevant business experience.
- A postgraduate qualification in a relevant discipline would be beneficial.
- Significant experience in program management, project management, digital delivery, or business transformation within complex global organizations.
- Proven ability to coordinate multiple workstreams and drive delivery across cross-functional initiatives.
- Strong understanding of Clinical Operations or the ability to rapidly develop expertise in the clinical trial environment.
- Experience delivering innovation, transformation, or technology-enabled change that resulted in measurable business outcomes.
- Ability to build trusted partnerships and influence stakeholders across technical, operational, and compliance functions.
- Experience supporting digital or AI initiatives, including solution deployment, adoption, or process automation.
- Experience working within regulated environments and applying compliance requirements to operational delivery.
- Excellent communication, change management, and facilitation skills, with the ability to drive adoption of new ways of working.

Desirable Requirements

- Demonstrated personal use of AI beyond basic productivity applications, including experimentation with emerging tools or solutions.
- Experience supporting technology adoption, change, or process improvement within Clinical Operations or a related healthcare environment.

Novartis Compensation and Benefit Summary:

The salary for this position is expected to range between \$160,300.00 - \$297,700.00 USD Annual

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.

Role Requirements

Division

DIV_GD

Business Unit

Development

Location

LOC_US

Site

East Hanover

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

FCT_DD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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