NOVARTIS

Associate Director Science & Technology

Job ID
REQ-10088183
Oct 13, 2026
LOC_CN

About the Role

Major accountabilities:

- Actively participate in teams, projects, networks and/or platforms. Fulfill all related tasks and responsibilities related to own discipline.
- Proactively communicate key issues and any other critical topics in a timely manner to the appropriate management level and/or to any other relevant project team member(s).
- Design, plan, perform and monitor all assigned activities. Ensure quality, quantity and timelines in all assigned projects, networks and/or platforms.
- Support and assign associates in specific projects and/or networks. Coach on target dates and priorities.
- Proactively participate in budget forecast, grant preparation and tracking of invoices. Ensure costs and cost awareness in all assigned projects and/or networks.
- Advise team members and work according to appropriate SOP's, GLP, GMP, OQM, HSE, ISEC and Novartis guidelines.
- Interpret results, evaluate data, draw relevant conclusions and write reports.
- Contribute to optimization of scientific/technical activities in assigned projects, network and/or platforms. Contribute to optimization of processes within the own area of responsibilities.
- Contribute to risk analyses and/or peer review and process challenge meetings.
- Generate and select most appropriate scientific documents to hand over to internal and/or external partners (TechOps, authorities, other companies) and proactively sup-port generation of international registration documents. Interact with authorities where appropriate.
- Interact/collaborate with Research and/or other functions in Development to facilitate transfer of knowledge and deliveries of DS and/or DP.
- Actively support TRD as a technical expert on audits, inspections and/or Due diligence teams. Provide quality assessment of potential in-licensing products in a timely manner and support follow-up activities as appropriate.
- Proactively contribute to setting, updating and monitoring of team goals. Translate team goals into daily work.
- Support and facilitate the journey towards a multi-skilled, highly innovative and motivated workforce operating in a self-directed team set-up. Drive cultural evolution and change management. Support a culture of exceptional performance and continuous improvement, enabling innovative, competitive, compliant and consistent delivery on objectives of teams, projects, networks and/or platforms.

Key performance indicators:

- Management Track -Positive customer/ business partner feedback -Contributes to achievement of function objectives and strategy -Accountability for costs, quality, quantity, and timelines for all assigned tasks.
- Reach budget targets, adhere to agreed efficiency increase and cost effectiveness goals.
- Adherence to Novartis standards, in particular, quality, ethical, health, safety, and environment (HSE), and information security (ISEC) standards.
- Measurable contributions to the success, efficiency and productivity of the department and new programs/initiatives started and implemented.
- Scientific / Technical Track -Accountability for costs, quality, quantity, and timelines for all assigned tasks.
- Adherence to Novartis standards, in particular, quality, ethical, health, safety, and environment (HSE), and information security (ISEC) standards.

- Feedback from other team members/leaders.
- Refer to annual individual and team objective setting.
- Outcome of risk analyses, process challenge meetings, audits and inspections.
- Measurable contributions to increasing efficiency and productivity in the work related to assigned projects.
- Internal and external publications/presentations, invited lectures.

Role Requirements

Division
DIV_GD
Business Unit
Development
Location
LOC_CN
Site
Changshu (Jiangsu Province)
Company / Legal Entity
CN23 (FCRS = CN023) Suzhou Novartis Technical Development Co., Ltd.
Functional Area
FCT_RD
Job Type
Full time
Employment Type
Regular
Shift Work
No
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