NOVARTIS

Senior Specialist - Governance

Job ID
REQ-10090410
Oct 22, 2026
LOC_IN

About the Role

Major Accountabilities

- Define and maintain collaboration frameworks, roles, responsibilities, and engagement models across Experience & Adoption (E&A) teams and partner functions.
- Design, document, and continuously improve standardized processes to ensure consistent and efficient delivery of E&A services.
- Establish and evolve operating models, including service-based engagement approaches, to support diverse business and stakeholder needs.
- Drive governance practices by defining decision rights, review forums, escalation mechanisms, and accountability structures.
- Create and manage centralized methodologies, templates, playbooks, standards, and reusable tools to support operational excellence.
- Translate E&A strategy into executable roadmaps, align priorities, and coordinate delivery and monitor progress against goals across teams and stakeholders.
- Define, monitor, and report on KPIs and success metrics to measure impact, inform decision-making, and drive continuous improvement.
- Lead enablement and capability-building initiatives, promoting best practices and fostering a user-centric, results-driven culture.

Minimum Requirements

- Bachelor’s degree in Organizational Design, Business Administration, Program Management, or a related field.
- Proven experience designing and implementing operating models, governance frameworks, or business processes within complex, cross-functional organizations.
- Strong strategic planning and analytical skills, with the ability to convert business objectives into actionable programs and initiatives.
- Hands-on experience developing standards, templates, methodologies, and operational frameworks to support organizational consistency.
- Demonstrated ability to collaborate and influence across diverse stakeholder groups, including IT, service delivery, design, and research teams.
- Experience driving continuous improvement initiatives using data, insights, and user feedback to enhance effectiveness and scalability.
- Excellent communication, facilitation, and presentation skills, with the ability to simplify complex concepts for different audiences; fluent in English.
- Experience leading organizational, operational, or cultural transformation initiatives within large, matrixed environments.

Why Novartis?

Our purpose is to reimagine medicine to improve and extend people’s lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us!
Learn more here:

https://www.novartis.com/about/strategy/people-and-culture

Commitment to Diversity and Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.
Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here:
https://talentnetwork.novartis.com/network

Role Requirements

Division
DIV_TO
Business Unit
General Management
Location
LOC_IN
Site
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
FCT_IT
Job Type
Full time
Employment Type
Regular
Shift Work
No
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