NOVARTIS

Associate Director Process Management

Job ID
REQ-10089882
Oct 22, 2026
LOC_ES

About the Role

Major Accountabilities

- Support execution of the E&A strategic vision by translating priorities into actionable initiatives, delivery plans, and measurable outcomes.
- Coordinate transformation activities, ensuring alignment of priorities, dependencies, workplans, and expected business results.
- Manage and track OKRs, Key Results, KPIs, and performance metrics to drive accountability and strategic focus.
- Build, maintain, and update the E&A strategy roadmap, ensuring alignment with evolving business and organizational priorities.
- Ensure strategic alignment between DD&IT objectives and E&A deliverables while adapting plans based on changing needs and insights.
- Monitor initiative progress, identify risks, gaps, and deviations, and recommend corrective actions to improve delivery performance.
- Collaborate with cross-functional stakeholders to drive alignment, consistency, and successful execution of transformation initiatives.
- Define and measure adoption, maturity, and behavior-change metrics while supporting strategic workshops, research, reporting, and executive presentations.

Minimum Requirements

- Bachelor’s degree in Business Administration, Strategy, Operations Management, or a related discipline.
- Experience in strategy execution, transformation programs, OKR management, or metrics-driven performance frameworks.
- Strong analytical and problem-solving skills with the ability to interpret data and support decision-making.
- Proven ability to work effectively in matrix organizations and coordinate cross-functional initiatives without direct authority.
- Experience collaborating with diverse stakeholders, including IT teams, service organizations, designers, researchers, and business leaders.
- Strong stakeholder management, communication, and presentation skills with the ability to simplify complex concepts for different audiences.
- Continuous improvement mindset with experience leveraging data, user feedback, and insights to optimize and scale solutions.
- Fluent English communication skills (written and verbal), with the ability to operate effectively in global and multicultural environments.

Location: Barcelona, Spain

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Expected Annual Base Salary Range for role: €57,900.00 - €107,500.00 EUR Annual

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering:
https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Commitment to Diversity & Inclusion

Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Role Requirements

Primary location salary range
€57,900.00 - €107,500.00
Division
DIV_TO
Business Unit
General Management
Location
LOC_ES
Site
Barcelona Gran Vía
Company / Legal Entity
ES06 (FCRS = ES006) Novartis Farmacéutica, S.A.
Functional Area
FCT_IT
Job Type
Full time
Employment Type
Regular

Shift Work
No
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