NOVARTIS

Associate Director, Analytics Governance & Operations

Job ID
REQ-10090122
Oct 27, 2026
LOC_US

About the Role

Key Responsibilities:

- Owns governance operations, stewardship operations, portfolio administration, organizational reporting, reusable assets, knowledge management, enablement programs, and operational modernization initiatives supporting the Decision Intelligence & Analytics Capabilities organization.
- The role supports capability leaders by operationalizing governance, stewardship, planning, reporting, modernization, and performance management processes, but does not own governance decisions, capability strategies, requirements prioritization, capability roadmaps, adoption strategies, or value realization decisions.
- The role partners with Strategy, Platforms & Technology (SPT) and AI & Platform Products to implement automation and agent-enabled operational workflows, but does not own platforms, engineering, technical architecture, automation technologies, or agent development. The role supports consistent execution across US and HYD teams through common operational processes, reusable assets, reporting, and governance support.
- Administers governance forums, stewardship workflows, issue intake, escalation management, and resolution tracking processes supporting capability leaders and data stewards.
- Maintains portfolio reporting, roadmap documentation, initiative tracking, dependency registers, organizational scorecards, and leadership dashboards.
- Develops and maintain reusable operational tools, templates, playbooks, workflow assets, reporting solutions, knowledge repositories, and self-service resources.
- Coordinates governance operations, stewardship workflows, reporting processes, operational metrics, and reusable asset management across US and HYD teams

Essential Requirements:

- Minimum 6+ years of experience in analytics operations, business operations, PMO, governance, reporting, portfolio administration, or related functions.
- Bachelor's degree required. Advanced degree in Business, Operations, Analytics, Information Systems, Management, or a related field preferred.
- Fluent English; other languages desirable.
- Experience supporting governance, stewardship, reporting, documentation, issue management, organizational planning, performance management, or portfolio administration.
- Experience coordinating cross-functional initiatives in matrix organizations and supporting global operating models.
- Pharmaceutical, biotechnology, healthcare, life sciences, analytics, data, technology, or transformation experience preferred.

Novartis Compensation Summary:

The salary for this position is expected to range between $152,600 and $283,400 per 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 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_IU
Business Unit
Marketing
Location
LOC_US
Site
Remote Position (USA)
Company / Legal Entity
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation
Functional Area
FCT_MM
Job Type
Full time
Employment Type
Regular
Shift Work
No
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