

## Associate Director Pipeline Operations

Job ID  
REQ-10066736

11月 12, 2025

India

### 摘要

The Associate Director, Pipeline Operations is instrumental in advancing operational excellence and innovation across Development. This role champions the delivery of high-quality project and pipeline data, turning insights into actionable outcomes for stakeholders. By managing and optimizing the Horizon platform and related systems, the Associate Director empowers teams to execute drug development projects with precision and agility. The role drives the adoption of best practices in project management, fostering collaboration with Biomedical Research (BR) to unlock synergies. Responsible for supporting portfolio governance, the Associate Director ensures cross-functional alignment and compliance with organizational standards. As a Horizon ambassador, this individual inspires engagement, simplifies processes, and broadens the platform's impact. The role also delivers analytics and insights that inform both strategic and tactical decisions, synthesizing complex findings into clear recommendations. With a focus on continuous improvement and an external perspective, the Associate Director helps drive prioritization, operational efficiency, and data-driven decision-making across Development.

## About the Role

### Key responsibilities:

- Maintain and optimize the PPM platform and related project management systems, ensuring robust, fit-for-purpose operational capabilities for Development.
- Serve as the primary contact for the PPM/Horizon user community, providing expert guidance on the set-up and management of Development Plans to meet governance and project management needs.
- Build, implement, and continuously improve centralized project management processes, ensuring alignment with organizational standards and best practices.
- Design and apply quality checks to ensure project plans and processes adhere to approved procedures and support data integrity.
- Collaborate with line functions and cross-divisional teams to drive initiatives that enhance data quality, process consistency, and operational efficiency. Coordinate interfaces and ensure seamless, high-quality data flow between PPM systems, executive information systems, and other key applications.
- Gather and act on user feedback to address PPM/Horizon usability issues, partnering with the Horizon governance board to deliver effective solutions and drive adoption. Contribute to the Horizon training strategy, delivering targeted training and support to promote best practices, cross-functional planning, and deliverable ownership.
- Support portfolio governance by confirming and recording IMB/Board decisions in Horizon, ensuring consistent execution of governance processes and compliance with requirements.
- Contribute to project and portfolio reporting strategies, supporting the development and implementation of PPM reports, and providing timely support for senior management and Development Leadership Team reporting needs.

### Essential requirements:

- A graduate life science degree (master ' s or equivalent) is required, Data science understanding will be advantageous.
- Minimum of 8-10 years of industry experience, including a minimum of 5 years in multi- or cross-functional team roles, ideally within drug development or a related environment.
- Demonstrated success working in international, multidisciplinary teams within complex matrix organizations, with a strong understanding of the drug development process.
- Proven ability to synthesize complex information, develop actionable recommendations, and influence stakeholders at all levels, including senior leadership.
- Advanced analytical and critical thinking skills, with a demonstrated ability to challenge the

status quo, coach others towards operational excellence, and drive continuous improvement.

- Strong technical proficiency, including expertise in PowerPoint and Excel; experience with project management systems (e.g., Horizon) and enthusiasm for leveraging new technologies, data analytics, and AI-driven tools.
- Excellent organizational and time management skills, with a track record of managing multiple projects and priorities effectively.
- Outstanding interpersonal and communication skills (written and verbal), with the ability to bridge across diverse, cross-functional, and geographically dispersed teams. Strong enthusiasm for learning, adaptability, and a growth mindset; an excellent listener who is creative, flexible, resilient, and passionate about inspiring and supporting others.

Desirable requirement:

- Prior experience working in pharmaceutical or biotech organizations

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IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area  
Research & Development

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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