

# Assoc. Dir. Solution Delivery

Job ID  
REQ-10009105  
Jun 17, 2024  
India

## Summary

Senior Specialist for project delivery and/or operations in the Submission Content (Submission content planning and tracking, content authoring, content lifecycle management, Archival and Record management) area. Partner with Business Stakeholders and TT Strategic Business Partners for demand analysis, solution proposal/evaluation and project delivery.

## About the Role

**Role Title: REQ-10009105 Assoc. Dir. Solution Delivery**

**Location: Hyderabad**

## Roles and responsibilities:

- Develop project rationale and perform scoping assessments to determine project feasibility, estimates and complete financial model (costs, savings, revenue opportunities, investment horizon, etc.)
- Act as interface between business and Implementation partners and ensure that the project is delivered as per expected scope, timelines and quality.
- Lead project level prioritization, deliverables, and timelines, drive the project progress and outcomes, incl. planning and successful execution.
- Request changes to scope, timelines, budget, and/or functional / technical requirements in accordance with change management process. Make decisions and along with PM support, manage the risks & issues for the project.
- Ensure consistency and traceability between user requirements, functional specifications, and testing and validation.
- Support validation and testing as appropriate and ensure adherence to Security and Compliance policies and procedures within Service Delivery scope
- Liaise with the service development team to suggest a high-level functional solution
- Ensure that relevant stakeholders are involved in specification of new services and/or major upgrades to existing services
- Keep abreast with internal IT systems and documentation requirements, standards (including quality management and IT security)
- Keep abreast with industry best practices in leveraging technologies for the business and with regulatory environments / requirements if applicable.
- Engage with global business leaders and leverage the appropriate teams/ functions to determine requirements and deliver data-driven recommendations to improve efficiency and add value.
- Stay up to date on the latest process and IT advancements to automate and modernize systems.

## Essential Requirements:

### Education & Qualifications

- Bachelor's degree or equivalent experience in a computer science, engineering or information technology discipline.

### Experience

- 13+ years of work experience with 5+ years of experience in Global Drug Development (preferably Regulatory affairs) and GxP environment
- Multi-national global experience in interacting with senior management, collaborating across boundaries and relationship management, and influencing without authority
- Knowledge of project management models and techniques, business analysis, requirements definition & management, analytical thinking, and financial modeling, managing challenges, proactive thinking, effective communication, developing and delivering presentations
- Proficiency with tools such as Microsoft Project, Jira, Confluence, HPQC, Business process modeling tools
- Submission Content domain knowledge (specifically Submission content planning and tracking, content authoring, content lifecycle management, Archival and Record management) is a major plus
- Working experience in Veeva implementations such as Veeva Vault Submission and Submission Archive is a major plus

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

Division  
Operations

Business Unit  
CTS  
Location  
India  
Site  
Hyderabad (Office)  
Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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