

# Associate Director, Deal Communications (M&A IT)

Job ID  
REQ-10026404  
Nov 07, 2024  
Czech Republic

## Summary

The Associate Director of Deal Communication for M&A IT is critical position ensuring the smooth flow of communication throughout all phases of M&A deals, from initiation to post-merger integration. The key focus for this position will be to work closely with C-level executives, workstream leads, and specialists, managing critical communication deliverables for the wider M&A IT organization.

## About the Role

Key Responsibilities:

- Participate in the communication processes from the initial deal phases, through post-merger integration and project closure.
- Working closely with different Program Managers, IT Workstream Leads and key stakeholders to develop and facilitate the delivery of the communication strategy and communication plan supporting the different M&A projects and programs.
- Create the communication plan together with the Project Manager and inputs from key stakeholders. Support the project manager in executing it. Responsible to drive a continual improvement role, where opportunities to improve and simplify project communication processes are identified, proposed and realized
- Produce core & deal communication materials e.g. critical Deal updates, core positioning presentations, Q&As, email communications, Town Hall presentations, etc.
- Maintain and update M&A IT project communication strategy in collaboration with the M&A IT team
- Supports M&A IT in stakeholder management and advice in communication matters through close engagement with the IT leadership team and the M&A IT community.
- Create different types of communications for different target groups like C-level executives, workstream leads, and project teams.
- Manage and deliver important communication across the organization
- Develop and create content for stakeholder management and launch information in connection with project completion and launch announcements. This may include research, write and publish Intranet articles, updates and PowerPoint presentations as necessary
- Maintain thorough records of ongoing and past communication to ensure transparency and accountability.
- Develop M&A IT communication templates based on global rules, Novartis brand, Novartis communication policies, to represent a unique look and feel within M&A IT.
- Create and implement comprehensive communication plans on demand, tailored to M&A activities, ensuring alignment with stakeholders and overall business goals.

- Deliver engaging and innovative communications that resonate with different audiences, incorporating new ideas and processes where appropriate. Examples: create videos for year-end DDIT global townhalls, create posters or videos on achievements that M&A IT wants to communicate like a successful divestment or integration of a new company.
- Plan and manage the quarterly M&A IT global townhalls. Collect Topics, create the agenda, compile the slide decks, ensure quality of slides is in line with branding and templates, support presenters to ensure townhall is a positive and interesting for those who listen, manage Q&A and all follow ups.
- Provide coaching to project managers regarding communication skills and capabilities

#### Ideal Candidate:

- Proven track record of successfully managing communications for large, complex IT organization is essential
- University / Degree Qualified in relevant area (Marketing / Communications)
- Experienced in interacting with senior stakeholders up to C-suite
- 8+years plus PR/communications experience.
- Can work under high workload and pressure while navigating in an ambiguous environment
- Highly adaptable to changing priorities and timescales

#### Commitment to Diversity & Inclusion:

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

#### You'll receive (CZ only):

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Car Allowance; MultiSport Card. Find out more about Novartis Business Services:

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#### Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please

send an e-mail to and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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Division

Operations

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area

Technology Transformation

Job Type

Full time

Employment Type

Regular

Shift Work

No

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