

# Executive Director, Strategy Public Affairs

Job ID  
REQ-10027988  
Jan 22, 2025  
Switzerland

## Summary

"We're a team of dedicated and smart people united by a drive to achieve together"

The ED, Public Affairs Strategy will lead the identification, development, and execution of strategic public affairs initiatives that align with our organisation's goals and values. This role requires a blend of strategic thinking, public policy expertise, and the ability to engage effectively with a wide range of stakeholders. The ideal candidate will proactively manage our public affairs agenda, providing insightful analysis and strategic guidance to senior leadership and ensuring the organisation's reputation and policy objectives are effectively advanced.

## About the Role

### Key Responsibilities

- Develop and execute comprehensive public affairs strategies in alignment with organisational goals.
- Collate key legislative and regulatory developments in top 12 markets to anticipate opportunities and threats.
- Lead creation, implementation and execution of strategy, communication, key priorities, and function deliverables
- Manage and drive large-scale strategic projects across functions and geographies within Global Public Affairs
- Integrate public affairs considerations into the wider strategic planning and corporate decision-making processes.
- Foster strong relationships with key internal stakeholders, including functions heads of strategy, LT members, corporate affairs leadership, broader corporate affairs function.
- Represent the organisation at public hearings, industry forums, and meetings with policymakers to advocate for the organisation's interests.
- Coordinate stakeholder engagement plans and initiatives to enhance the organisation's public standing.
- Collaborate with the communications team to develop and manage public messaging and media relations strategies.
- Develop high-quality briefings, reports, and presentations for both internal and external audiences.
- Issue Management and Analysis:
  - Anticipate and prepare for potential crisis situations and manage responses effectively.
  - Provide ongoing analysis of public opinion and sentiment concerning the organisation and its activities.
  - Prepare presentations, internal communications on strategy or issues, submissions for corporate reports

### Essential Experience

- Proven experience in the pharmaceutical industry, ideally in policy, corporate affairs or strategy roles
- Project and program management experience in strategic projects, management consulting background or other relevant work experience
- In-depth understanding of legislative and regulatory processes.
- Strong analytical skills and the ability to interpret complex policy and regulatory issues.
- Proven leadership and stakeholder management experience
- Strong and proactive business results-focus, and proven ability to provide insights that increase productivity

### **Desirable Experience**

- Master's degree (e.g. MSc) / University Diploma or equivalent in relevant discipline

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**Why Novartis:** Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

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Division

Corporate Affairs

Business Unit

Corporate

Location

Switzerland

Site

Basel (City)

Company / Legal Entity

C010 (FCRS = CH010) Novartis International AG

Alternative Location 1

Dublin (NOCC), Ireland

Alternative Location 2

London (The Westworks), United Kingdom

Alternative Location 3

Prague, Czech Republic

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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