

# Project Management Officer - Strategic and Operational Projects

Job ID  
REQ-10024744  
Nov 08, 2024  
Reino Unido

## Resumen

We're a team of dedicated and smart people united by a drive to achieve together. We are seeking key talent to join our team as a Global ESG Project Management Officer, overseeing the successful implementation of various ESG reporting initiatives and projects at Novartis. We are looking for someone who will play a pivotal role in improving our operating model, ensuring compliance with upcoming ESG regulations, and shaping our non-financial reporting infrastructure. This is an exciting opportunity to contribute to Novartis' reputation and market access in ESG disclosures and management information. By providing valuable ESG non-financial information, you will help drive sustainable growth for our business

## About the Role

### About the role:

The PMO Strategic and Operational Projects is responsible for supporting the execution of ESG reporting-related projects. This will include driving the delivery of projects and monitoring outcomes and providing regular status updates. The PMO Strategic and Operational Projects should also play a crucial role in building partnerships, engaging stakeholders, and working closely with them to support Novartis' ongoing ESG performance

### Key responsibilities:

- Mobilise and run ESG reporting-related projects and initiatives
- Coordinate project governance structures and oversee project planning, execution, and progress reporting, including, including cross-functional plans, risk and decisions logs and action tracking documents
- Coordinate cross-functional input for ESG governance bodies to align support for ESG projects
- Support with project budgeting process
- Provide timely escalation of issues to ESG reporting governance
- Establish processes for collecting and managing sustainability-related data across the functions including documenting sustainability-related information
- Build relationships and collaborate with internal and external stakeholders
- Engage in sustainability networks and initiatives to keep track of emerging trends and best practice
- Support the ESG Reporting Leadership Team with various activities
- Ad-hoc execution and implementation support for various ESG reporting initiatives.

### What you will bring to the role

## Essential Experience

- Proven experience in project management, with a focus on finance, accounting, and reporting, PMP Certificate or proven track record in project management and change management, successfully leading and implementing initiatives in cross-functional teams
- Experience working on complex projects within consulting
- Master's degree in business and economics or equivalent
- Strong analytical and problem-solving capabilities

## Desirable Experience

- Prior experience in ESG reporting and a good understanding of ESG regulations and frameworks is a benefit
- Understanding and experience of working within of pharma industry
- Familiarity and experience within finance, audit assurance, compliance, internal control frameworks, as well as reporting standards, an advantage

## 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.

## Adjustments for Applicants with Disabilities:

If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to [disabilities.austria@novartis.com](mailto:disabilities.austria@novartis.com) and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

## You'll receive:

In addition to a market-competitive base salary, we offer an attractive incentive program, a modern company pension scheme, childcare facilities, learning and development opportunities as well as worldwide career possibilities within the Novartis group. In accordance with Austrian law, we are obliged to disclose the minimum salary as stated in the collective bargaining agreement. For this position the minimum salary is € 58.199,96/year (on a full-time basis). We are open for part-time and job-sharing models and support flexible and remote working where possible.

**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>

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

División  
Finance  
Business Unit  
Corporate  
Ubicación  
Reino Unido  
Sitio  
London (The Westworks)  
Company / Legal Entity  
GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.  
Functional Area  
Auditoría y Finanzas  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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1. <mailto:disabilities.austria@novartis.com>
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. <https://talentnetwork.novartis.com/network>
4. <https://www.novartis.com/careers/benefits-rewards>
5. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/London-The-Westworks/Project-Management-Officer---Strategic-and-Operational-Projects\\_REQ-10024744-2](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/London-The-Westworks/Project-Management-Officer---Strategic-and-Operational-Projects_REQ-10024744-2)
6. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/London-The-Westworks/Project-Management-Officer---Strategic-and-Operational-Projects\\_REQ-10024744-2](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/London-The-Westworks/Project-Management-Officer---Strategic-and-Operational-Projects_REQ-10024744-2)