

JOB PROFILE**General**

Job Title: IIS Senior Group Head, Statistical Reporting
Department: Integrated Information Sciences (IIS)
Reports to (Job Title): IIS Global Franchise Head of Statistical Reporting

Job Purpose (State in one sentence the overall objective of the job)

The IIS Senior Group Head of Statistical Reporting is an influential leader with a strong understanding of the drug development process, experience in regulatory activities and the key statistical reporting aspects, with a track record of organizational leadership, in order to:

1. Lead and represent the entire local Statistical reporting team (50-100 associates).
2. Link the site level functional development for statistical programming with the global functional network
3. Lead Statistical Reporting local team deliverables for all assigned programs across multiple disease areas and all phases of drug development through to post-marketing. Provides technical leadership, organizational and operational leadership, fully aligned and integrated with the global Franchise/NIBR business goals and deliverables.
4. Provide organizational leadership by managing local disease area focused group of 5-15 statistical reporting associates; perform role as lead statistical programmer for programs/trials

Major Activities (Describe 8-12 main activities)

1. Lead the cross disease area business model of modern statistical reporting locally and as a cohesive component within the Franchise business. Drive local regulatory IIS commitments and deliverables, aligned with the global and local regulatory program strategy.
2. Drive business efficiency of the Statistical Programmers locally and aligns and negotiates their priority assignments with the priorities and activities associated with each program
3. Accountable to all Franchises for leading statistical reporting components for all disease areas in addition to responsibilities as local Group Head for specific disease area(s) and global lead Statistical Programmer.
4. Member of the IIS Franchise global leadership team and the IIS Global Statistical Reporting functional leadership team; Manager (functional, operational, and legal) for local team; responsible for ensuring the statistical reporting local organization's innovation and quality, engage in defining and contributing to state of the art tools/systems and processes, in full partnership with Clinical Data and Reporting Standards group
5. Establish high performing, industry recognized Statistical Reporting organization.
6. Responsible for professional development/training, performance management (for direct reports) and mentoring of associates, liaising with the IIS Global Franchise Heads of Statistical Reporting and the local IIS Group Heads of Statistical Reporting.
7. Strong leadership partner, collaborating with other IIS Group Heads of Statistical Reporting across the Franchises ensuring flexible coordination of activities and resources of the Statistical Reporting group locally, to deliver at the trial/project level for assigned program(s) and fill resource gaps.

8. Working with local IIS Group Heads of Statistical Reporting, ensures high quality, timely communication and project information (resources, status of assigned activities, issues) flow to IIS Global Franchise Heads of Statistical Reporting.
9. Drives productivity and efficiency measures to meet Novartis strategic imperatives and productivity targets.
10. Ensures development of assigned group members, and builds a strong team spirit and alignment with other global IIS associates.
11. Ensures technical leadership in the area of Statistical programming both locally and globally.
12. Recruits and retains talents locally; coaches and develops associates to enable them to provide the highest levels of technical capabilities. Establishes a group founded on innovation, high performance and trust.
13. Leads IIS initiatives, forums and contributes to external Statistical Reporting initiatives as the site representative for statistical reporting.

Key Performance Indicators (Indicate how performance for this job will be measured)

1. Achieve overall Disease Area and Franchise project goals as set each year by IIS Franchise Heads of Statistical Reporting, including operating within budget as well as functional goals as set by IIS Global Statistical Reporting Head.
2. Achieve program and project goals aligned with Business Franchise strategy.
3. All assigned IIS clinical development project deliverables conducted locally meet targets for quality and time in adherence with business standard operating procedures.
4. Achieve Talent Pipeline objectives (coaching people for high performance and high potential, building a diverse talent pool, feeding the Novartis talent pipeline, attracting and retaining the best people).
5. No critical Health Authority findings as result of routine audits.
6. Adhere to Novartis standards, in particular quality, ethical, health, safety and environment (HSE), and information security (ISEC) standards.

Job Dimensions (Indicate key facts and figures)

Number of associates:	Direct : Lead local franchise Statistical Reporting team of 5-35 associates Matrix : Site Head statistical reporting: 2-6 Local Group Heads with 30-100 associates
Financial responsibility: (Budget, Cost, Sales, etc.)	\$1-10M internal budget Provides inputs to local budget requirements for Statistical Reporting; coordinates local spending vs planned budget for travel and training with IIS Global Franchise Heads of Statistical Reporting, all local IIS Group Heads of Statistical Reporting, and IIS Site Head.
Impact on the organization:	<ul style="list-style-type: none"> – Provides strong project and people leadership in the execution of assigned clinical projects. – Deliver on operational targets and scientific quality for assigned clinical projects/trials – Interface between assigned local team, local Group Heads and IIS Franchise Heads of Statistical Reporting to bring projects in on time, to high quality and within budget. – Global link for the functional growth at the site related to statistical reporting

Ideal Background (State the preferred education and experience level)

Education (minimum/desirable):	MSc/PhD (or equivalent) in mathematics, statistics, computer science/programming or life science
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Languages:
Experience/Professional
requirement:

Fluent English (oral and written).

1. 10+ years industry experience
2. 5+ years leadership experience
3. Expert knowledge of / experience with SAS and other relevant programming software.
4. Proven track record in successfully leading Statistical Programming teams with global interfaces
5. Strong understanding of clinical development, quality, standards and policies.
6. Excellent understanding of regulatory requirement relevant to statistical programming (e.g. GCP, ICH) and local regulatory environment
7. Proven people leadership and management skills.
8. Excellent track record of active contributions within the line function as well as ability to contribute to matrix teams with the necessary strategic thinking, quality awareness and implementation skills.
9. Proven ability to work independently under pressure, demonstrating initiative and flexibility through effective and innovative leadership
10. Excellent interpersonal and communication skills and ability to operate effectively in a global environment
11. Demonstrated ability to drive team results through matrix teams. Attention to detail and quality focused
12. Track record of enabling international collaboration.
13. Computer literacy (e.g. MS Office, document management systems) demonstrated along with readiness to learn new systems and associated processes