

# Trial Vendor Manager, Community Lead

Job ID  
REQ-10030604  
Nov 26, 2024  
United Kingdom

## Summary

Oversees the strategic and operational planning/management from a clinical trial execution perspective. Oversight of budget and resource allocation within assigned trial. Enables operational excellence through process improvement and knowledge sharing across trials within program/franchise. Enables an empowered organization that can navigate in a matrix environment and adjust quickly to business needs.

## About the Role

### Key responsibilities:

- Manage all operational aspects of assigned clinical trials / projects
- Accountable for quality & completeness of qualification & governance documentation
- Provide mentorship/coaching -Identify training needs & prepare/develop adequate training materials
- Ensures trial site selection, activation, enrollment, resource allocation, timelines & budget commitments are delivered per established trial objectives
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt

### Key performance indicators:

- Timely, efficient and quality execution of trials and trial related activities within assigned clinical program(s) within budget, and in compliance with quality standards.
- Appropriate funding and resourcing for assigned clinical program(s).
- Adherence to Novartis policy and guidelines and external regulations.

### Essential Requirements:

- Bachelor's degree or equivalent degree is required, with advanced degree preferred.
- 8+ years working experience and excellent knowledge of the clinical operation processes and vendor management
- Demonstrate strong people management skills in a matrix environment
- Excellent knowledge of GxP and ICH regulations
- Very good knowledge of clinical trial design and mapping to supplier requirements
- Thorough and technical understanding of Novartis specifications for supplier provided services
- Vendor management; outsourcing, contracting, sourcing, of clinical services
- Results-driven: demonstrated ability of completing projects on time
- Ability to work in cross-functional teams and a matrixed environment
- Strong influencing and negotiation skill

- Excellent written and oral communications skills
- Very good problem-solving skills
- Demonstrated willingness to make decisions and to take responsibility for such
- Excellent interpersonal skills
- Proven networking skills and ability to share knowledge and experience amongst colleagues.

**Why Novartis?** Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

**You'll receive:** You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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Division

Development

Business Unit

Innovative Medicines

Location

United Kingdom

Site

London (The Westworks)

Company / Legal Entity

GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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