

# Associate Director, Contracting & Analytics - Remote

Job ID  
REQ-10035821  
Jan 13, 2025  
USA

## Summary

Location: Remote

As an Associate Director of Contracting & Analytics in the Market Access department you will be leading the preparation of Market Access contracts across several segments including, but not limited to, Managed Care, Medicare, Channel (Group Purchasing Organizations, Distributors, Dispensers and Sites of Care), and other commercial contracts. Your role will also include developing and analyzing contracting strategies and providing analytical support across market access contracts within multiple business segments (Managed Care, Medicare, and Channel contracts).

## About the Role

### Key Responsibilities :

- Serving as the central point of contact for the pricing and channel strategy teams, account management, legal, Managed Markets Finance (MMF) operations, government pricing, and senior leadership on all contracting matters related to a designated account list or segment.
- Working with pricing, channel strategy, and account management in the development of contract proposals and effective negotiation strategies, including working with customer accounts directly in negotiation of contractual documentation.
- Collaborating with the pricing and channel strategy teams to develop and assess brand contracting strategies.
- Serve as primary liaison to MMF to ensure accurate understanding and interpretation of contract changes. Provide general oversight to discount and rebate operations team and serve as an approver of various contract price determinations and payment types related to market access contracts (e.g., Managed Care and Medicare rebate payments, GPO, channel, and customer contract price and rebate payments).
- Support market access teams in managing contract amendments, renewal timeline tracking and execution, and the development of new contracting templates.
- Ensure all contracts are completed according to determined SLAs and SOPs
- Preparing regular reports and dashboards for management, key internal stakeholders across market access and brand teams, and external stakeholders to supplement customer and account business and performance reviews. Reporting will include but not limited to formulary tracking, rate tracking, invoice tracking, growth and performance-based rebate tracking across customers and/or channel segments, and general reporting of market share using both claims, IQVIA, sales, and chargeback data.

- Responsible for accurate and timely reporting of formulary changes in NEXUS across Managed Care and Medicare accounts.
- Engage on an ongoing basis with MMF Gross to Net forecasting team to review contract changes, actual blended rates forecasted blended rates, and associated P&L implications for each account.
- Responsible for SOX documentation and compliance with periodic internal and external audits.

### **What You'll Bring to the Role:**

**Education:** Bachelor's degree in Finance, Economics, or Law preferred; advanced degree (i.e., MBA) a plus

### **Essential Requirements:**

- Minimum of 5 years of pharmaceutical or healthcare industry experience
- Experience in contract reviewing/writing, account measurement, reporting, and forecasting.
- Advanced understanding of legal aspects of contracts and contract interpretation as well as potential pricing impacts
- Ability to manage complex contracts and understand potential pricing impacts.
- Excellent written and verbal communication skills; ability to present complex information and data sets in an understandable and compelling manner.
- Excellent financial and analytical skills and acumen
- Proficiency with MS Office applications including advanced Word, Excel and PowerPoint capabilities.
- Must have the ability to lead without authority and effectively delegate to cross-functional partners while ensuring the team remains motivated and engaged; Important competencies include teamwork, problem solving, innovation, organization, attention to detail, leadership and customer focus.
- High level of self-awareness and curiosity with focus on empowering others; Demonstrates emotional intelligence, adaptability and creativity in solution-oriented ideation – results-oriented, fails fast to learn faster, and embodies an agile, growth mindset.

### **Desirable Requirements:**

- Extensive knowledge of pharmaceutical and market access contracting and its market segments
- Experience in all commercial, managed care, and channel environments (HMOs, IPAs, PBMs, GPOs, LTCs, and Specialty Pharmacies), and knowledge of the Medicare contracting marketplace.

### **Ethics and Compliance**

- Conduct yourself with highest ethical standards and adhere to Novartis Code of Conduct.
- Comply with all relevant laws and regulations and Novartis Ethics, Risk & Compliance policies, and procedures, and ensure others around him/her do the same.
- Ensure a diverse and inclusive environment free from all forms of discrimination and harassment.

**Commitment to Diversity & Inclusion:** Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$160,300 and \$297,700/year; however, while salary ranges are effective from 1/1/25 through 12/31/25, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k)

eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

**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>

### **EEO Statement:**

The Novartis Group of Companies are Equal Opportunity Employers who are focused on building and advancing a culture of inclusion that values and celebrates individual differences, uniqueness, backgrounds and perspectives. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to fostering a diverse and inclusive workplace that reflects the world around us and connects us to the patients, customers and communities we serve.

### **Accessibility & Reasonable Accommodations**

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

US

Business Unit

Innovative Medicines

Location

USA

State

Remote, US

Site

Remote Position (USA)

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

Market Access  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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