NOVARTIS

Senior Vendor Program Manager

Job ID
394240BR
Apr 29, 2024
USA

About the Role

100,000. That's how many patients participate in our clinical trials at any given time. Global Clinical Operations (GCO) touches patients' lives every day acting as a link between science and medicine. Envision the impact you could have! #GCO

This role will be part of the GCO Selection University approach. If you wish to apply for any more Selection University positions, please make sure you do so within the same day to ensure your applications can be reviewed jointly by the selection panel.

Core member of the Clinical Trial Team (CTT), independently managing all vendor-related aspects of global clinical trial(s) to deliver study outcomes within schedule, budget, quality/compliance and performance standards. Accountable for vendor service delivery at study level. Collaborates closely with the Vendor Start-up Manager (VSM) for selected services (central labs, electronic clinical outcomes assessment/electronic patient reported outcomes (eCOA/ePRO), interactive response technology (IRT), cardiac and respiratory diagnostics, patient recruitment and retention (PR&R), and imaging reading) during study start-up, and leverages effectively their technical and study start-up (SSU) expertise to ensure a timely study start-up. Proactively manages vendor-related risks and potential issues. Implements global vendor strategy and if required, escalates vendor issues to the VSM while keeping Vendor Program Leads informed about risks, issues, and study progress. Oversees vendor compliance at study level.

Your responsibilities include, but are not limited to:

•Close interaction and collaboration with study Trial Lead and study team members during study lifetime
•Manages interface with vendors in cooperation with vendor partner functions
•Covers all vendor activities after study start-up and all categories not covered by VSMs during start-up
•Vendor service excellence at study level, ensures vendors meet quality and service level standards in their service delivery for the trial
•Proactive operational planning with effective contingency and risk mitigation plans
•Optimizes a frontloaded and timely study-start-up process, manages vendor-related activities for DB go live
•Successfully executes studies with high quality and according to business objectives and drives excellence in trial operations and vendor management through process improvement in collaboration with Community Lead VPMs

The pay range for this position at commencement of employment is expected to be between$118,400-$177600 annually; however, while salary ranges are effective from 1/1/24 through 12/31/24, 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.

Diversity & Inclusion / EEO

We are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Accessibility and Reasonable Accommodations: Individuals in need of a reasonable accommodation due to a medical condition or disability for any part of the application process, or to perform the essential functions of a position, please let us know the nature of your request, your contact information and the job requisition number in your message:

- Novartis: e-mail us.reasonableaccommodations@novartis.com or call +1 (877)395-2339
- Sandoz: e-mail reasonable.accommodations@sandoz.com or call: +1-609-422-4098

Role Requirements

What you’ll bring to the role:

•3+ years working experience in and excellent knowledge of the clinical operation processes and vendor management
•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
•Strong influencing and negotiation skills
•Ability to work in cross-functional teams and a matrixed environment
•Good written and verbal communications skills
•Vendor management; outsourcing, contracting, sourcing, of clinical services

Why Novartis?
766 million lives were touched by Novartis medicines in 2021, and while we’re proud of this, we know there is so much more we could do to help improve and extend people’s lives.
We believe new insights, perspectives and ground-breaking solutions can be found at the intersection of medical science and digital innovation. That a diverse, equitable and inclusive environment inspires new ways of working.

We believe our potential can thrive and grow in an unbossed culture underpinned by integrity, curiosity and flexibility. And we can reinvent what's possible, when we collaborate with courage to aggressively and ambitiously tackle the world’s toughest medical challenges. Because the greatest risk in life, is the risk of never trying!

Imagine what you could do here at Novartis!

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: https://talentnetwork.novartis.com/network

US Accessibility and Reasonable Accommodations: Individuals in need of a reasonable accommodation due to a medical condition or disability for any part of the application process, or to perform the essential functions of a position, please send an e-mail to tas.nacomms@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.

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.

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

Division
Development
Business Unit
GCO GDD
Location
USA
Site
East Hanover, NJ
Company / Legal Entity
Novartis Pharmaceuticals
Functional Area
Research & Development
Job Type
Full Time
Employment Type
Regular
Shift Work
No

Apply to Job Access Job Account
Job ID
394240BR

Senior Vendor Program Manager

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