

# US Paralegal Site Head

Job ID  
395010BR  
Jul 19, 2024  
USA

## Summary

Novartis is seeking a Site Head to lead a Patent Paralegal Team that provides filing and prosecution support to patent attorneys on the various IP sites (e.g., US, Basel, China and India), ensuring provision of a high quality range of paralegal services to the R&D IP Department. Manages resources to maximize the efficiency and productivity of the team as well as provides filing and prosecution support to patent attorneys. Location: The location for this position will be based out of Cambridge, MA and follow a hybrid working model. #LI-Hybrid

## About the Role

What you will be doing:

Talent Management:

- Ensuring patent paralegal team is up-to-date on relevant worldwide practice and procedures, particularly EP and/or US law changes, including leading workshops for a global audience.

Processes and Data Quality:

- Manage deadlines in docketing database, including data relating to global patent portfolio.
- Prepare and file patent-related documents and forms for electronic or other filing.
- Interact with inventors to obtain signatures on formal documents.
- Assist patent Attorneys in more complex prosecution tasks with attorney input, such as creating templates for amendments or responses to office actions for the relevant patent office, e.g., EPO or USPTO depending on IP site.
- Informs and advises all levels of patent department (paralegals, trainees, managers, and attorneys) regarding requirements for applications and various filing options.

Management Responsibilities:

- Organize and proactively coordinate attorney work relating to patent applications including monitoring staff workloads and resolving distribution issues in order to ensure appropriate workload balance.
- Work one-on-one with IP attorneys and patent paralegals to implement standard practices
- Holds regular team meetings to problem-solve, share ideas and discuss any changes in practice or processes.
- Critically evaluate current Standard Operating Procedures (SOPs), as well as the need for new SOPs, and strive to constantly improve/optimize services provided by the team. Assist in implementation of same.
- Ensure best practices are in place and meet Novartis business and legal standards and policies.
- Collaborate with department Global Head of Patent Support and other patent paralegal managers to maximize and encourage cross-team cooperation in functional areas of responsibility.

## Essential Requirements:

- University degree required and or paralegal certification
- A minimum of 10 years of experience in the IP field.
- Experience working as Senior Patent Paralegal, team leader or similar. Prior experience leading a team is required
- Fluency in English (oral and written) required
- IP qualification, e.g., PAC or equivalent preferred
- Knowledge of 2nd language is an advantage

**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>

**Commitment to Diversity and 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 \$201,600 and \$302,400 / year; 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.

**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>

## EEO Statement:

The Novartis Group of Companies 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 & 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

Legal

Business Unit

Pharma Research

Location

USA

Site

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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