

# Senior Clinical Project Manager

Job ID

REQ-10005828

Ago 02, 2024

Repubblica Ceca

## Sommario

Location: Czech Republic, Prague #LI-Hybrid Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you. The Senior Clinical Project Manager lead a global study team responsible for the planning and implementation of all operational aspects of scientifically and operationally complex studies from study concept to clinical study report/manuscript writing, according to timelines, budget, operational and quality standards.

## About the Role

### Key Responsibilities:

- Collaborate with colleague/customer team and Line Functions to establish realistic project timelines. Escalate any unresolved disagreements to higher management.
- Lead and manage a multidisciplinary Clinical Trial Team (CTT), ensuring effective planning, evaluation, and implementation of assigned clinical studies and programs.
- Organize and facilitate investigators meetings and internal meetings related to study execution and operational excellence.
- Interact with investigator sites and CRAs/CROs/vendors to ensure smooth study setup and conduct, monitor site performance, address protocol deviations, and resolve issues.
- Support compilation of study regulatory documents for submissions and assist with monitoring activities and communications with partners.
- Review site visit reports and monitor activities for quality control.
- Chip in to ongoing medical/scientific data quality review and coordinate data analysis and interpretation for first results.
- Assist in developing study protocols, treatment plans, informed consent forms, and other essential study documents.
- Contribute to clinical sections of regulatory documents and ensure approval from colleague/customer.
- Handle the writing or liaise with medical writing/narrative group to ensure completion of the Clinical Study Report.
- Set up and maintain the Trial Master File (TMF), Clinical Trial Management System (CTMS), and other required systems in collaboration with Clinical Operations Specialists.

### Essential Requirements:

- Life Science degree or equivalent of education, training and experience
- Fluent English (oral and written)
- 10+ years of Clinical Operations experience with strong managerial experience in planning, driving, reporting and publishing clinical studies (interventional and non-interventional, early to late phase) in a

pharmaceutical

- Confirmed ability to work independently, to lead a multidisciplinary cross-functional team in a complex matrix environment (including remote).
- Thorough knowledge of Good Clinical Practice, clinical study design, statistics, regulatory processes, and global clinical development process.

**Benefits and rewards:** Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card et al. Find out more about Novartis Business Services: <https://www.novartis.cz/>

### **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.

**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>

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Divisione

Operations

Business Unit

CTS

Posizione

Repubblica Ceca

Sito

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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representative of the patients and communities we serve.

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