NOVARTIS

Trial Vendor Senior Manager

Job ID
REQ-10073178
Mar 10, 2026
LOC_GB

About the Role

As a Core member of the Clinical Trial Team (CTT) you will independently managing all vendor-related aspects of global clinical trial(s) to deliver study outcomes within schedule, budget, quality/compliance and performance standards, you will be accountable for vendor service delivery at study level and collaborate closely with the 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 leverage your technical and study start-up (SSU) expertise to ensure a timely study start-up.

You will proactively manage vendor-related risks and potential issues and implement global vendor strategy.

Key Responsibilities:

- Collaborate closely with the study team lead and members throughout the study lifecycle.
- Review vendor-related protocol sections during protocol development.
- Drive or support the development and completion of Study Specification Worksheet (SSW) to facilitate vendor bid processes.
- Manage vendor interfaces in cooperation with partner functions, including quote reviews and contract negotiations.
- Oversee vendor cost control, budget reviews, invoice reconciliation, and purchase order (PO) close-out.
- Ensure vendor service excellence at the study level, meeting quality and service standards.
- Optimize study start-up processes and manage central vendor-related activities (e.g., site activation, supply tracking).
- Monitor vendor risk and performance using tools such as FIRST, Unified Vendor Portal (UVP), and Clinical Insights, implementing corrective actions as needed.

Essential Requirements:

- Bachelor’s degree or equivalent; advanced degree preferred.
- Fluency in English (oral and written).
- Minimum of 3 years’ experience in clinical operations and vendor management processes.
- Strong knowledge of Good Practice (GxP) and International Council for Harmonization (ICH) regulations, clinical trial design, and supplier service specifications.
- Proficiency in vendor management, contracting, and site-related collaborations, including Information Technology Service Management (UAT) for eCOA and IRT systems.
- Results-driven with proven ability to complete projects within timelines.
- Excellent interpersonal, negotiation, problem-solving, and communication skills in a matrixed environment.
- Demonstrated networking abilities, team collaboration, and decision-making capabilities.

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.

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.

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

Role Requirements

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

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.
Read our handbook (PDF 30 MB)

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LOC_GB
Site
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Company / Legal Entity
GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.
Alternative Location 1
LOC_IE
Functional Area
FCT_RD
Job Type
Full time
Employment Type
Regular
Shift Work
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