

Study and Site Operations Contracts and Payments Head (Remote Position)

Job ID

REQ-10074078

Apr 16, 2026

LOC_US

About the Role

Key Responsibilities:

- Provides decisive leadership, vision and develops strategic plans for the team and ensures timely study start-up through investigator contract and budget negotiations/management.
- Key role in collaborating with US Legal, Ethics Risk and Compliance, Regulatory, QA, inventions and patents department to lead the resolution of complex contractual issues including subject injury, intellectual property, confidentiality, and compensation within the framework of the US legal and compliance requirements.
- Responsible to support and reporting of Key Performance Indicators to SSO SSU Country Head as they relate to advancing study start up contract metrics for all portfolios.
- Responsible for the direction and management of contracting for all types of agreements (Confidentiality Agreements, Task Orders, General Services, Agreements, Master Agreements, Site Agreement, Budget Negotiations and Assessments, Fair Market Value) for the US CO including the establishment of this function, training onboarding and oversight of contract and finance associates.
- Responsible for expanded support function related to contracting process including, establishing and managing a centralized contract Database, and a centralized team to review and establish fair market value for all projects within the department.
- Core role as compliance liaison: work closely with US compliance officer to ensure compliance with new regulatory and legal requirements, as well as establish best practices, responsible for strategic planning in this area, and proactively identifying areas of risk.
- Candidate supervises a staff consisting of Contract and Finance Managers as well as support staff and other roles. Candidate manages workload within group to meet anticipated timelines.
- Works closely with Senior and Executive Operations and Clinical Management teams to ensure timely execution of investigator contracts and streamlined efficient negotiations/management.
- Lead cross-functional focus groups, task forces and process improvement initiatives as required for the US contracts organization to share best practices with Global SSO and ensure cohesive standard procedures.

Essential Requirements:

- Bachelor degree in finance, business or related field or equivalent work experience
- A minimum of 5+ years' experience in clinical trial operations, contract management and knowledge of the drug development process
- The candidate must have a thorough understanding of clinical trial conduct and regulation.
- Strong capability in working in a global/country matrixed environment.
- Established track record of leading successful teams, preferably with experience in working with international teams.
- Proven Strong leadership skills, strategic thinking skills and matrix management skills.
- Strong interpersonal, negotiation and conflict resolution skills
- Strong communicator and presenter (oral and written), ability to communicate to Sr. Leaders

The salary for this position is expected to range between \$176,400 and \$327,600 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and

market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

To learn more about the culture, rewards and benefits we offer our people click [here](#).

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 \(PDF 30 MB\)](#)

Division

DIV_GD

Business Unit

Development

Location

LOC_US

Site

Remote Position (USA)

Company / Legal Entity

U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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