

# Site Partnership Manager

Job ID

REQ-10075397

Apr 09, 2026

LOC\_IN

## About the Role

### Key Responsibilities

- Responsible for key account network within the country/extended country group (OPCs & satellite countries)
- Defines tailored engagement model with assigned sites according to local and structural needs of these sites
- Prepares and implements Site Partnership Strategy Plans in cooperation with assigned accounts
- Defines measures of success for each site in scope (e.g., % increase in portfolio volume, patient density, start-up, and contracting timelines)
- Single point of contact for all relevant stakeholders (e.g., departments heads, investigators, pharmacists, clinic administration) across all therapeutic areas at assigned sites regarding all study overarching topics
- Communicate Novartis standards & expectations for future collaboration
- Support feasibility process in close cooperation with the SSO Feasibility Manager
- Support and optimize early site engagement, speed of site initiation readiness as well as achievement of committed patient numbers in the assigned sites
- Responsibility to analyze all information regarding the assigned sites, to oversee all study activities and to survey sites' strengths, areas of improvement and capacities
- Support sites to develop their network with other departments to improve study start-up, patient management and recruitment
- Support negotiation of study fees, contracts, contract templates and master templates as applicable

### Essential Requirements:

- Degree in scientific or health discipline required and an advanced degree with clinical trial experience and/or project management (preferred) MBA or equivalent in Human Resources is preferred.
- Minimum 5 years' experience in clinical research in a role that oversees (project management) and/or with monitoring clinical trials.
- Understanding all aspects of clinical drug development with particular emphasis on monitoring and study execution  
Recent experience in leading, coaching & mentoring diverse people partner/business partner partners.  
Capable of leading in a matrix environment, without direct reports
- Thorough understanding of the international aspects of drug development processes, including strong knowledge of international standards (GCP/ICH), health authorities (FDA/EMA), local/National Health Authorities regulations and Novartis standards
- Demonstrated negotiation and conflict resolution skills both internal and external (site relationships)

### 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.

## Accessibility and accommodation

Novartis is 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 recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversityandincl.india@novartis.com](mailto:diversityandincl.india@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message

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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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>

## 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>

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Division

DIV\_GD

Business Unit

Other

Location

LOC\_IN

Site

Mumbai (Head Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

FCT\_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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