NOVARTIS

Senior Clinical Operations Manager

Job ID
REQ-10076583
апр 27, 2026
Индия

Сводка

Provide or supervise operational and logistical support to clinical trials in Biomedical Research (BR) with focus on high complexity and/or priority status. Oversee junior colleagues' activities related to study operations. Acts as a subject matter expert and/or cross-functional liaison.

About the Role

Major accountabilities:

- Provides operational and logistical support to clinical trials in Biomedical Research (BR) with focus on high complexity and/or priority status, in compliance with Novartis processes and Good Clinical Practice (GCP).
- Perform or supervise defined activities to support the Clinical Trial Team (CTT) throughout the study lifecycle, via study assignment and/or on-demand support.
- Maintain, share, and actively disseminate up-to-date knowledge of ICH-GCP, external regulations, and internal procedures. Continuously strengthen expertise through training and practical application of Novartis Standard Operating Procedures (SOPs) and internal policies.
- Lead finalization and management of clinical, regulatory and study-related documents in scope of role such as study protocols, patient-facing documents, etc.
- Responsible for ownership and leading the preparation of in-scope study documents, e.g. Clinical Study Report (CSR) appendices, patient-facing documents, protocol training material, etc.
- Lead or oversee interactions and communications with relevant functions including Novartis country organizations to prepare, collect, and/or compile relevant documents, and timely follow-up on pending actions as necessary.
- Lead or oversee external communication, such as newsletter development, external meeting organization.

Key performance indicators:

- Timely, efficient and quality execution of trial related activities in compliance with Novartis processes and GCP.
- Proactive operational planning with effective contingency and risk mitigation plans.
- High quality contributions to study or submission documents (i.e. study protocols, patient-facing documents)
- Strong leadership skills to be able to support management in team competency building, lead/contribute to local/global initiatives and best practice sharing across programs and/or departments -Clearly demonstrates Novartis Values and Behaviors (i.e. Innovation, Quality, Collaboration, Performance, Courage and Integrity.

Minimum Requirements:

- At least 3 to 4 years' experience in clinical trial /development
- Project management experience evidenced by the ability to organize effectively and deliver results. Adept organizational skills and quality mindset with attention to detail.
- Effective communication (verbal and written); proactive communication skills.
- Well-developed interpersonal skills with the ability to build rapport, manage, and coach others. Solid presentation skills and ability to mentor / train small groups.
- Ability to successfully interact with a wide range ofpeople, including global teams, different cultures, diverseexperience backgrounds, etc.

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)

Дивизион
Biomedical Research
Business Unit
Research
Место
Индия
Сайт
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
Shift Work
No

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 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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