NOVARTIS

Clinical Operations Manager

Job ID
REQ-10079917
Июн. 04, 2026
США

Сводка

#LI-Hybrid
Location: Cambridge

The Clinical Operations Manager provides clinical leadership and strategic input for all clinical deliverables across assigned projects and programs within BR/TM. Focused on Clinical Pharmacology (CP) portfolio of early phase and submission-enabling profiling clinical trials for Novartis.

About the Role

Key Responsibilities:

- Provides operational and logistical support to clinical trials in Biomedical Research (BR) with focus on increased complexity and/or priority status, in compliance with Novartis processes and Good Clinical Practice (GCP).
- Perform defined activities to support the Clinical Trial Team (CTT) throughout the study lifecycle, via study assignment and/or on-demand support.
- Maintain and share up to date knowledge of ICH-GCP, external regulations, and internal procedures. Continuously enhance expertise through training and practical application of Novartis Standard Operating Procedures (SOPs) and internal policies.
- Contribute to the finalization and management of clinical, regulatory and study-related documents in scope of role such as study protocols, patient-facing documents, etc., by ensuring documents are complete, accurate, and consistent.
- Contribute and/or maintain ownership of the management and finalization of clinical, regulatory, and study-related documents such as study protocols, patient-facing documents, Clinical Study Report (CSR) appendices, etc., by providing support to draft, review, and ensure completeness, accuracy, and consistency of these documents, as needed.
- Support and/or lead 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.
- Support and/or lead external communication such as newsletter development, external meeting organization.
- Contribute to and / or may oversee other study operations support activities (e.g. on-demand operations support, Trial Master File metrics).
- Ensure accuracy and completeness of clinical trial management databases, and trial related systems (e.g. Clinical Trial Management System, Novartis Connect), providing information, timely updates and inputs, and follow up on questions as necessary. Help check for or proactively identify discrepancies and take actions to correct as necessary.
- Identify, contribute and/or lead areas for process or technology improvements regarding activities undertaken within the role.
- Support and/or lead business logistics through the collection or collation of clinical trial supportive systems access and materials in scope of role (e.g. clinical trial application, end of trial, organizing external meetings, following up required signatures).
- Support and/or own onboarding and training others (associates, peers, new starters) by providing on-the-job guidance, training, demo, updates, etc. for assigned mentees or for the community.
- May function as Subject Matter Expert (SME) in the areas of expertise.
- May represent Study Operations in cross-functional and divisional initiatives and workstreams on area(s) of expertise (e.g. process SME).

Essential Requirements:

- Relevant experience in pharmaceutical industry /biotech /CRO drug development environment with a solid understanding of drug development process, and early clinical development preferred
- 1+ years' experience in early phase clinical trials operations
- Solid knowledge of clinical trials site selection, global /country specific requirements, timelines and challenges in clinical trial execution process

Desirable requirement:

- Successful completion of Academy fellowship program

The salary for this position is expected to range between $108,500 and $201,500 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 clickhere.

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)

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 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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Biomedical Research
Business Unit
Research
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Состояние
Massachusetts
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U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.
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Job Type
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Employment Type
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Shift Work
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