NOVARTIS

Clinical Document Management Learning Manager

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REQ-10082175
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Испания
Available in: English

Сводка

Job Title: Clinical Document Management Learning Manager

#LI-Hybrid

Primary Location: Barcelona, Spain

This role is based in Barcelona, Spain. Novartis is unable to offer relocation support: please only apply if accessible.

Welcome to where we thrive together!

Are you ready to join a community where you can make a real impact on the world through your exceptional communication skills? At Novartis, we believe in creating a positive and inclusive work environment where we can solve the toughest healthcare challenges together.

Driving excellence in clinical documentation starts with empowering people. As a Clinical Document Management Learning Manager, you will play a pivotal role in shaping how teams across Novartis adopt best-in-class Trial Master File practices and documentation standards. Sitting at the intersection of capability building, innovation, and operational excellence, you will lead impactful learning and knowledge initiatives that strengthen compliance, enhance TMF health, and ultimately support the delivery of transformative therapies to patients worldwide. This role is within the CDGM (Clinical Document Governance Management) group.

About the Role

Key Responsibilities

- Design and deliver effective learning and capability programs for TMF and CDGM services
- Partner cross-functionally to identify learning needs and implement tailored knowledge solutions
- Develop and manage metrics, dashboards, and key performance indicators to track learning effectiveness
- Collaborate with internal teams and external partners to align on CDGM learning and capability requirements
- Serve as subject matter expert on TMF learning processes, tools, and capability development practices
- Drive initiatives to improve TMF health and strengthen adoption of documentation standards
- Support audit and inspection readiness, including root cause analysis and corrective and preventive actions
- Partner with enterprise learning and knowledge groups to align with best practices and innovations
- Act as CDGM point of contact for projects, ensuring engagement and integration with business initiatives
- Create and manage knowledge management frameworks to support continuous learning and process improvement

Essential Requirements

- Bachelor’s degree or equivalent with relevant industry experience
- Minimum five years in clinical research within pharmaceutical companies or contract research organizations
- Experience in clinical documentation, records management, or information management practices
- Proven ability to plan and execute cross-functional projects successfully
- Strong communication, influencing, and presentation skills across all organizational levels
- Demonstrated ability to collaborate across global, cross-cultural, and multidisciplinary teams

Benefits & Rewards

At Novartis, we’re committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role: 46,300 TO 86,100 EURO

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and

professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering:

https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Commitment to Diversity and Inclusion / EEO paragraph

Novartis is committed to building an outstanding, inclusive work environment and diverseteams' representative of the patients and communities we serve.

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)

Primary location salary range
€46,300.00 - €86,100.00
Дивизион
Development
Business Unit
Development
Место
Испания
Сайт
Barcelona Gran Vía
Company / Legal Entity
ES06 (FCRS = ES006) Novartis Farmacéutica, S.A.
Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
Shift Work
No

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