NOVARTIS

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

Job ID
REQ-10074078
апр 16, 2026
США

Сводка

Overall responsible for the direction and management of the US Study and Site Operations (SSO) Contracts and Payment team. Responsible for the oversight and management of a team of Contracts, CDA and Finance for program and trials who negotiate contracts with clinical investigators participating in Novartis sponsored Phase I-IV studies. Oversee the work product of contracts, CDA and Program Finance managers and is accountable for the timely resolution of contract terms and budget issues. Negotiate Master Clinical Trial Agreements with key research institutions. Actively troubleshoots issues and defines solutions aimed at ensuring study start-up activities are performed timely and of high quality. Participates in and drives initiatives related to the Contracts, CDA and Program Finance Management process. Responsible for work allocation and oversight of milestone data entries contributing to key performance metrics.

Works as a partner to Novartis Legal and Intellectual Property and participates in appropriate training with Legal partners. Participates, as the point person, in internal and external audits. Is the main point of contact for general questions related to the contracts management processes.

This position can be based remotely anywhere in the U.S. (there may be some restrictions based on legal entity). Please note that this role would not provide relocation as a result. The expectation of working hours and travel (domestic and/or international) will be defined by the hiring manager. This position will require 10% travel.
LI-#Remote

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 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.

Дивизион
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Business Unit
Development
Место
США
Состояние
Remote, US
Сайт
Remote Position (USA)
Company / Legal Entity
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation
Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
Shift Work
No

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