

Trial Vendor Associate Director

Job ID
REQ-10081272
сен 16, 2026
Великобритания

Сводка

ROLE TYPE: Homeworking, #LI-Home or Hybrid working, #LI-Hybrid (depending on location)
LOCATION: Homeworking UK or Hybrid Working, Westworks, London and Dublin, Ireland
RELOCATION SUPPORT: Please apply only if any of these locations are accessible to you, as relocation support is not available.

As a core member of the Clinical Trial Team (CTT), the main purpose of this position is accountability for vendor service delivery at the study level to independently manage all clinical vendor related aspects of global clinical trial(s).

About the Role

Key Responsibilities:

- Collaborate closely with study team lead and members throughout the study lifecycle.
- Review vendor-related protocol sections during protocol development. Manage vendor interfaces and support contract negotiations in collaboration with procurement.
- Oversee vendor cost control, budget reviews, invoice reconciliation, and purchase order (PO) close-out.
- Ensure vendor service excellence, maintaining quality and service standards at the study level.
- Drive site activation, compile central documents, and address risks/issues during site activation.
- Conduct user-acceptance testing (UAT) for electronic Clinical Outcome Assessment (eCOA) and Interactive Response Technology (IRT) systems.
- Monitor vendor-related cycle times and risks using tools like FIRST, while implementing corrective actions as needed.

Essential Requirements:

- 5+ years of experience with clinical operations and vendor management processes.
- Strong understanding of Good Practice (GxP) and International Council for Harmonization ICH regulations.
- Solid knowledge of clinical trial design and alignment to supplier requirements.
- Experience conducting UAT for eCOA and IRT systems.
- Proven expertise in vendor management, including outsourcing, contracting, and sourcing clinical services.
- Results-oriented, with a track record of completing projects on time.
- Ability to collaborate effectively in cross-functional teams within a matrixed environment.
- Strong influencing, negotiation, communication, and problem-solving skills.

Why Novartis:

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

You'll receive:

You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook.

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.

Join our Novartis Network:

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

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
£67,900.00 - £126,100.00

Дивизион
Development
Business Unit
Development
Место
Великобритания
Сайт
London (The Westworks)
Company / Legal Entity

GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.
Alternative Location 1
Dublin (NOCC), Ирландия
Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
Shift Work
No

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