

Senior Manager, Clinical Disclosure Office

Job ID

REQ-10085177

Aug 06, 2026

LOC_ES

About the Role

Responsibilities:

- Assess study eligibility and manage registration, maintenance, and results disclosure across public clinical trial registries.
- Ensure all study data, including protocols and clinical study reports, are accurately represented in public databases.
- Oversee timely updates to study records to meet global regulatory and organisational requirements.
- Collaborate with clinical, medical, statistical, and legal partners to align on disclosure expectations and deliverables.
- Provide expert guidance to study teams on registry requirements and disclosure processes.
- Lead routine trainings to strengthen internal understanding of Clinical Disclosure Office processes.
- Support process improvements by contributing to updates of Standard Operating Procedures and training materials.
- Monitor evolving global regulations and incorporate changes into disclosure planning and execution.
- Partner with cross-functional teams to resolve data discrepancies or compliance risks related to disclosure.
- Champion a culture of transparency and quality by promoting best practices in clinical registry reporting.

Essential for the role:

- Bachelor's degree in Life Sciences, Natural Sciences, Statistics, Medical Informatics, or equivalent relevant experience.
- Previous experience in clinical trial disclosure, including work related to study conduct and data analysis.
- Strong knowledge of global legislation, regulations, and guidelines governing clinical trial transparency.
- Solid understanding of Good Clinical Practice regulations and how they apply to study disclosure activities.
- Ability to adapt to evolving needs, contribute ideas, and constructively challenge established processes.
- Proven capability in building effective working relationships with internal and external stakeholders.

Desirable for the role:

- Experience supporting process improvements or contributing to digital tools that enhance disclosure efficiency.
- Familiarity with public clinical trial registries beyond ClinicalTrials.gov, such as the European Clinical Trials Register.

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: 53,300.00 to 98,900.00 EUR

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 **life** 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 & Inclusion:

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

Role Requirements

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

€53,300.00 - €98,900.00

Division

DIV_GD

Business Unit

Development

Location

LOC_ES

Site

Barcelona Gran Vía

Company / Legal Entity

ES06 (FCRS = ES006) Novartis Farmacéutica, S.A.

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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