

Trial Vendor Associate Director

Job ID

REQ-10081272

Sep 16, 2026

LOC_GB

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:

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<https://www.novartis.com/about/strategy/people-and-culture>

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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>

Role Requirements

Primary location salary range

£67,900.00 - £126,100.00

Division
DIV_GD
Business Unit
Development
Location
LOC_GB
Site
London (The Westworks)
Company / Legal Entity
GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.
Alternative Location 1
LOC_IE
Functional Area
FCT_RD
Job Type
Full time
Employment Type
Regular
Shift Work
No

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