

Senior Clinical Operations Manager

Job ID

REQ-10087854

Sep 17, 2026

LOC_IN

About the Role

Major accountabilities:

- Provides operational and logistical support to clinical trials in Biomedical Research (BR) with focus on high complexity and/or priority status, in compliance with Novartis processes and Good Clinical Practice (GCP).
- Perform or supervise defined activities to support the Clinical Trial Team (CTT) throughout the study lifecycle, via study assignment and/or on-demand support.
- Maintain, share, and actively disseminate up-to-date knowledge of ICH-GCP, external regulations, and internal procedures. Continuously strengthen expertise through training and practical application of Novartis Standard Operating Procedures (SOPs) and internal policies.
- Lead finalization and management of clinical, regulatory and study-related documents in scope of role such as study protocols, patient-facing documents, etc.
- Responsible for ownership and leading the preparation of in-scope study documents, e.g. Clinical Study Report (CSR) appendices, patient-facing documents, protocol training material, etc.
- Lead or oversee interactions and communications with relevant functions including Novartis country organizations to prepare, collect, and/or compile relevant documents, and timely follow-up on pending actions as necessary.
- Lead or oversee external communication, such as newsletter development, external meeting organization.
- Lead or oversee other study operations support activities (e.g. on-demand operations support, Trial Master File metrics).

Minimum Requirements:

- At least 5 to 7 years' experience in clinical trial /development
- Project management experience evidenced by the ability to organize effectively and deliver results
- Adept organizational skills and quality mindset with attention to detail.
- Effective communication (verbal and written); proactive communication skills.
- Well-developed interpersonal skills with the ability to build rapport, manage, and coach others.
- Solid presentation skills and ability to mentor / train small groups.

Role Requirements

Division

DIV_RE

Business Unit

Research

Location

LOC_IN

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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