NOVARTIS

Global Clinical Operations- Site Partnership Manager

Job ID
REQ-10079829
Jun 02, 2026
LOC_CN

About the Role

Key responsibilities:

In cooperation with study sites:

- Responsible for key account network within the country/extended country group (OPCs & satellite countries)
- Defines tailored engagement model with assigned sites according to local and structural needs of these sites
- Prepares and implements Site Partnership Strategy Plans in cooperation with assigned accounts
- Defines measures of success for each site in scope (e.g., % increase in portfolio volume, patient density, start-up, and contracting timelines)
- ·Single point of contact for all relevant stakeholders (e.g., departments heads, investigators, pharmacists, clinic administration) across all therapeutic areas at assigned sites regarding all study overarching topics
- Communicates Novartis standards & expectations for future collaboration
- Supports feasibility process in close cooperation with Feasibility Manager
- Supports and optimizes early site engagement, speed of site initiation readiness as well as achievement of committed patient numbers in the assigned sites
- Responsibility to analyze all information regarding the assigned sites, to oversee all study activities and to survey sites´ strengths, areas of improvement and capacities
- Support sites in developing network with other departments to improve study start-up, patient management and recruitment
- Support negotiation of study fees, contracts, contract templates and master templates as applicable

Novartis internal:

- Optimizes Novartis processes to simplify and speed up study start-up with focus on site set-up
- Communicates knowledge regarding sites and the overarching topics to the organization and informs and advises relevant functions actively (e. g. site selections)

Essential requirements:

- Degree in scientific or health discipline required andan advanced degree with clinical trial experience and/or project management (preferred)
- Fluent in English and local language (written and spoken)
- Minimum 5 years' experience in clinical research in a role that oversees (project management) and/or with monitoring clinical trials
- Capable of leading in a matrix environment, without direct reports
- Understanding of all aspects of clinical drug development with particular emphasis on monitoring and study execution
- Strong project management capabilities with demonstrated ability to problem solve and mediate complex issues

Desirable requirements:

- Thorough understanding of the international aspects of drug development processes, including strong knowledge of international standards (GCP/ICH), health authorities (FDA/EMA), local/National Health Authorities regulations and Novartis standards

- Demonstrated negotiation and conflict resolution skills both internal and external (site relationships)
- Strong influencing and presentation skills
- Strong communication skills
- Communicates effectively in a local/global matrix environment

Role Requirements

Division
DIV_GD
Business Unit
Development
Location
LOC_CN
Site
Guangzhou (Guangdong Province)
Company / Legal Entity
CN14 (FCRS = CN014) China Novartis Institutes for BioMedical Research Co., Ltd.
Functional Area
FCT_RD
Job Type
Full time
Employment Type
Regular
Shift Work
No
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