NOVARTIS

CTA Submission Manager

Job ID
REQ-10090957
Nov 04, 2026
LOC_GB

About the Role

Key Responsibilities

- Lead high-quality clinical trial application submissions, ensuring alignment with regulatory requirements and internal processes.
- Build strong regulatory knowledge across your assigned product portfolio and relevant markets.
- Identify regulatory risks, gaps and trade-offs early to support timely submissions and approvals.
- Coordinate responses to Health Authority queries, developing robust justifications with regulatory and cross-functional partners.
- Maintain accurate product information within regulatory compliance and information management systems.
- Support preparation and finalisation of documentation for Health Authority interactions.
- Contribute to continuous improvement, simplification and automation initiatives across Regulatory Affairs.

Essential Requirements

- Bachelor’s or master’s degree in a science-related discipline, with relevant regulatory experience and demonstrated capability.
- At least four years’ knowledge and experience of regulations, guidelines and regulatory processes for clinical trial activities.
- Experience with regulatory submission and approval processes across major countries.
- Strong experience in planning, execution, regulatory review, compliance, reporting and submission activities.
- Ability to understand and interpret safety and efficacy data and product labelling.
- Experience working effectively within global, cross-functional or matrix teams in the pharmaceutical industry.

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: £47,540 to £88,289

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 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.

You may be eligible for a company vehicle or a car allowance in accordance with the applicable local Novartis policies and guidelines.

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-handboo…

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 and Inclusion / EEO paragraph

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

Role Requirements

Primary location salary range
£47,540.50 - £88,289.50
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_GB
Functional Area
FCT_RD
Job Type
Full time
Employment Type
Regular

Shift Work
No
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