NOVARTIS

Global Lead, Legal Brand Protection Support

Job ID
REQ-10090629
Nov 10, 2026
LOC_CH

About the Role

Responsibilities:

- Lead, develop and inspire the Legal Brand Protection paralegal team as a centre of expertise for Legal Brand Protection support matters, including administrative procedures, while fostering a collaborative, solution-oriented and stakeholder-focused culture.

- Independently manage operational activities across the Legal Brand Protection portfolio, including deadlines, processes, guidelines and resource requirements, to maintain effective portfolio management and business continuity.

- Oversee the effective use and quality control of the intellectual property management and electronic document management systems, and develop and implement global procedures and guidelines that improve the efficiency and effectiveness of Legal Brand Protection operations.

- Apply knowledge of worldwide trademark prosecution and maintenance formalities and enforcement procedures, trademark litigation principles in major markets, and relevant law, case law and regulations across jurisdictions to manage Legal Brand Protection operational activities effectively.

- Manage Legal Brand Protection vendor engagements, budgets and litigation-related costs in close collaboration with Finance and other relevant functions, including vendor onboarding and ongoing relationships, invoice management and budgeting.

- Maintain continuity of Legal Brand Protection operational procedures and effective deputy coverage, including leading meetings, distributing workloads during unplanned absences and ensuring business continuity in trademark related operational support.

- Lead the recruitment, onboarding, training, performance appraisal and development of Legal Brand Protection paralegals, while collaborating with Legal Brand Protection leadership, attorneys, Legal Innovation, Procurement, Finance and Intellectual Property Support teams on functional initiatives, meetings and paralegal involvement.

Essential for the role:

- A university degree or relevant legal, commercial or management education and experience.

- Proven experience as a trademark paralegal, or equivalent experience in the IP or legal field.

- Fluency in English, with excellent written and verbal communication skills, particularly in an intellectual property context.

- Demonstrated ability to work independently when preparing reports and supporting documents for subsequent attorney review.

- Strong ability to communicate with stakeholders across multiple countries, constructively challenge established approaches, plan creatively and adapt to stakeholder needs.

- Proven ability to lead, energise and motivate a team, together with experience designing, delivering and coordinating

training and coaching to build team capability and individual development.

Desirable for the role:

- A trademark paralegal qualification, law or intellectual property-related degree, or relevant professional certification.
- Proficiency in an additional language alongside English.

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: CHF 93,800 to CHF 174,200

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.

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

Primary location salary range
CHF93,800.00 - CHF174,200.00
Division
DIV_LE
Business Unit
Legal
Location
LOC_CH
Site
Basel (City)
Company / Legal Entity
C028 (FCRS = CH028) Novartis Pharma AG
Functional Area
FCT_LI
Job Type
Full time
Employment Type
Regular
Shift Work
No
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