

# Trial Vendor Associate Director Community Lead

Job ID  
REQ-10033961  
Dec 13, 2024  
Ireland

## Summary

Oversee the execution and delivery of a portfolio of GCO-supported clinical studies from the vendor management perspective across a specific therapeutic area, defining a Trial Vendor Management community. Drive the timely and effective management of trial execution from vendor management perspective, ensuring alignment with Good Clinical Practices (GCP) and Standard Operating Procedures (SOPs).

Lead and manage a dedicated team of Trial Vendor Associate Directors (TVADs) and Trial Vendor Senior Managers (TVSMs), providing developmental support and guidance to the team. Actively provide direction on navigating stakeholder relationships, resolving operational challenges, and implementing best practices in vendor management.

Manage resource allocation and collaborates with Vendor Program Strategy Directors to ensure resource planning within assigned community.

## About the Role

### Key responsibilities:

- Leader of a Trial Vendor Managers community. This includes people management responsibility within the Trial Vendor Managers organization
- Oversees the execution and delivery of a portfolio of GCO supported clinical studies for Novartis of diverse complexities and priorities within the assigned community.
- Establish and manage a community of Trial Vendor Managers that is self-organized, disciplined, and able to independently set community objectives.
- Constantly improve and innovate in the trial vendor management execution of several types of trials within the assigned community.
- Together with the Head of Trial Vendor Management and the VPSDs, performs ongoing assessment and promotes efficient allocation of TVMs to ensure balanced workload in line with GCO priorities
- Hiring, onboarding, development, and retention of TVMs
- Coaches TVMs to have the required level of capabilities, including understanding of agile principles, therapeutic area, and vendor deliverables knowledge, to successfully deliver timely, high-quality studies that meet business outcomes
- Apply and encourage an agile mindset, values, and principles, be an ambassador and a catalyst for the established ways of working (with focus on vendor management activities)
- Partner with TVMs to foster their growth in leadership through role modeling, mentoring and coaching; refrain from command-and-control leadership
- Sponsor of community(ies) of practice relevant to specific topics
- Accountable for all clinical vendor related operational trial deliverables, according to timelines, budget, operational procedures, quality/compliance and performance standards.

- Collaborates with the VSM/IOM for category specific responsibilities.
- Responsible for all activities for which no VSM is assigned and for all of the service deliveries after Study Start-up when the VSM is no longer assigned to the study.

### **Essential Requirements:**

- Bachelor's degree or equivalent degree is required, with advanced degree preferred.
- 10+ years working experience and excellent knowledge of the clinical operation processes and vendor management
- Demonstrate strong people management skills in a matrix environment
- Excellent knowledge of GxP and ICH regulations
- Very good knowledge of clinical trial design and mapping to supplier requirements
- Thorough and technical understanding of Novartis specifications for supplier provided services
- Vendor management; outsourcing, contracting, sourcing, of clinical services
- Results-driven: demonstrated ability of completing projects on time
- Ability to work in cross-functional teams and a matrixed environment
- Strong influencing and negotiation skill
- Excellent written and oral communications skills
- Very good problem-solving skills
- Demonstrated willingness to make decisions and to take responsibility for such
- Excellent interpersonal skills
- Proven networking skills and ability to share knowledge and experience amongst colleagues.

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Division

Development

Business Unit

Innovative Medicines

Location

Ireland

Site

Dublin (NOCC)

Company / Legal Entity

IE02 (FCRS = IE002) Novartis Ireland Ltd

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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