NOVARTIS

Manager, Clinical Sciences

Job ID
REQ-10056217
Jun 26, 2025
India

Summary

Clinical Sciences Manager is responsible and accountable for the Operational Planning and Execution of IITs, RCs and NIS.

About the Role

Location – Hyderabad #LI Hybrid

Major Responsibilities:

- Accountable for the accuracy and timeliness of trial information in all trial databases and tracking systems. Facilitates MRC and SRC review of concepts
- Interfaces with the disease area(s), global and US clinical team members, regulatory affairs, drug supply, data management, finance and other relevant functional areas
- Preparation of trial related documentation, TMF maintenance: project files including ethics committee approvals; curricula vitae of investigators and study personnel; clinical investigators brochure; protocols; case report forms instructions; consent documents; clinical trial material shipping orders; start-up meeting attendance documentation; letters of agreement; lab reference ranges; all investigator and site correspondence; and schedules of payment.
- Ensures key processes and documents are maintained/updated on time (e.g. TPSR, ICF Clinical Review, TMF). Ensures TPSR & Pubs Review. Initiation of IND x-ref letter and IN & IB distribution. Establishes charters for and support management of SC and EO. Conducts Pre-RC alignment and Ensure EPRM and TPIAT completion for RCs (internal and external interface management)
- Responsible for the initial and subsequent drug supply across trials within a therapeutic area in collaboration with the Local Clinical Supply Manager. Contributes to the preparation and review of clinical program documents (PowerPoint presentations, IND annual report, regulatory documents, clinical study reports, (CSR) and submissions) and other study related documents assuring quality and consistency.
- Supports the management and tracking of trial budgets including payments working closely with the appropriate partners. Study close out execution, including financial reconciliation & creating closure letters. Prepares for and supports quarterly review meetings with TA teams
- Understands and complies with company SOPs and GCPs; contributes to continuous improvement in SOPs and local Working Practices. Any other clinical activities as assigned

Minimum Requirements:

Bachelor's degree in a science related field or a Registered Nursing certification or equivalent certification/licensure from an appropriately accredited institution.

Experience Required:

- Significant clinical research or research monitoring experience (comparable to 5 years) that provides the required knowledge, skills and abilities and experience mentoring or training others.
- In some cases, an equivalent combination of education, professional training, and experience that provides the required Knowledge, Skills and Abilities may be considered.

Technical Knowledge/Competencies:

- Ability to evaluate medical research data and proficient knowledge of medical terminology.
- Effective oral and written communication skills, with the ability to communicate effectively with medical personnel.
- Strong customer focus.
- Ability to utilize problem-solving techniques applicable to constantly changing environment.
- Good computer skills: good knowledge of Microsoft Office and the ability to learn appropriate software.
- Effective presentation skills.
- Conducts above activities with minimal oversight, ability to work independently. Mid to High-level competency for above activities.
- Ability to mentor and train other clinical associates in a positive and effective manner.
- Effective organizational and time management skills.
- Proven flexibility and adaptability.
- Excellent team player with team building skills.

Why Novartis: Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: https://www.novartis.com/about/strategy/people-and-culture

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. https://www.novartis.com/careers/benefits-rewards

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

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: https://talentnetwork.novartis.com/network.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? https://www.novartis.com/about/strategy/people-and-culture

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: https://talentnetwork.novartis.com/network

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: https://www.novartis.com/careers/benefits-rewards

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Business Unit
Universal Hierarchy Node
Location
India
Site
Hyderabad (Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
Shift Work
No
Apply to Job

Accessibility and accommodation

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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