SSO Site Partnership Manager

Job ID
REQ-10059934

8月 22, 2025

Poland

摘要

As SSO (Study & Site Operations) Site Partnership Manager you will be responsible for enhancing collaboration with selected clinical trial sites, which are considered key accounts for Novartis due to their high potential to contribute to the execution of the clinical trial portfolio.

Furthermore, you will focus on improving site performance across several dimensions, especially by increasing patient recruitment, accelerating study timelines, ensuring efficient data flow and maintaining high data quality standards. By strengthening these partnerships, you will help position Novartis as the preferred collaborator for clinical research initiatives.

This position is part of SSO Portfolio Team and reports directly into SSO Portfolio Team Lead.

#LI-Hybrid

About the Role

Major accountabilities:

In cooperation with study sites you will:

- **Be responsible** for key account network within the country/extended country group (OPCs & satellite countries)
- **Define t**ailored engagement model with assigned sites according to local and structural needs of these sites
- **Prepare** and implements Site Partnership Strategy Plans in cooperation with assigned accounts
- **Define** measures of success for each site in scope (e.g., % increase in portfolio volume, patient density, start-up, and contracting timelines)
- **Be 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
- **Communicate** Novartis standards & expectations for future collaboration
- **Support** feasibility process in close cooperation with the SSO Feasibility Manager
- **Support and optimize** early site engagement, speed of site initiation readiness as well as achievement of committed patient numbers in the assigned sites
- **Analyze** all information regarding the assigned sites, to oversee all study activities and to survey sites ´ strengths, areas of improvement and capacities
- **Support** sites to develop their 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

Within Novartis internally you will:

- **Optimize** Novartis processes to simplify and speed up study start-up with focus on site set-up
- **Communicate** knowledge regarding sites and the overarching topics to the organization and informs and advise relevant functions actively (e. g. site selections)
- **Closely collaborate** with country/extended country group Study & Site Operations teams to align their approach/activities with the Account Management Strategy PlanClosely collaborates with country/extended country group Study & Site Operations teams to align their approach/activities with the Account Management Strategy Plan
- **Act as a single point of contact** within the Novartis environment and direct cross-functional collaboration within the Study & Site Operations team (e.g., CPMs, CTAs, SSO Feasibility Managers, Contracting, Quality & Compliance) as well as the relevant medical/clinical functions (e. g. CRAM, MA, MSLs) and other Novartis departments (e. g. legal, finance, QA)

Minimum Requirements:

- Minimum 5 years ’ experience in clinical research in a role that oversees (project management) and/or with monitors clinical trials

- Evident capabilities in leading cross-functional teams (without direct reports) in a matrix environment
- Deep understanding of all aspects of clinical drug development with particular emphasis on monitoring and study execution
- 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
- Demonstrated negotiation and conflict resolution skills both internal and external (site relationships)
- Excellent communication skills, strong influencing and presentation skills
- Strong project management skills with demonstrated ability to problem-solving and mediating by complex issues
- Full proficiency of English and Polish
- Driving licence, type B (in-country travel up to 25%)

Benefits and Rewards:

Read our handbook to learn about all the ways we ' ll help you thrive personally and professionally: Novartis Life Handbook

Commitment to Diversity and Inclusion / EEO:

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

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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

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部门
Development

Business Unit
Innovative Medicines

地点
Poland

站点
Warsaw

Company / Legal Entity
PL03 (FCRS = PL003) Novartis Poland Sp. z o.o.

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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