Senior Manager, Plain Language Trial Summaries

Job ID
REQ-10063669

10月 06, 2025

United Kingdom

摘要

Join Novartis as Senior Manager, Plain Language Trial Summaries (PLTS) and play a crucial role in advancing clinical transparency and patient engagement. You will independently manage the preparation, translation, and dissemination of patient-friendly trial summaries, ensuring compliance with EU Clinical Trial Regulations and Novartis standards. Your expertise will drive process excellence, regulatory alignment, and cross-functional collaboration, making a meaningful impact on patient understanding and public trust in clinical research.

Location: London, UK / Barcelona, Spain / Dublin, Ireland #LI-Hybrid

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

About the Role

Responsibilities:

- Manage multiple plain language trial summaries through all process steps, maintaining timelines and coordinating documentation for vendor contracts.
- Arrange and lead PLTS review meetings, oversee document reviews, and ensure study and medical lead input.
- Oversee finalisation, translation, and distribution of PLTS content by vendors, archiving key documents in management systems.
- Coordinate communications between vendors and clinical teams to ensure smooth project execution.
- Interpret and ensure accurate representation of trial data from clinical study reports in plain language summaries.
- Address and resolve questions from therapy areas and country representatives, identifying and mitigating timeline, quality, or resource issues.
- Review and maintain the Clinical Disclosure Office PLTS book of work and ensure completion of PLTS request for proposal processes.
- Stay current with global PLTS work practices and health authority regulations, harmonising Novartis transparency processes and standards.
- Organise and conduct client trainings to drive quality, compliance, and alignment with changing disclosure requirements.
- Represent Novartis to internal and external stakeholders, building effective relationships with global and country leaders.

Essential for the role:

- Minimum bachelor ' s degree in a scientific discipline preferred.
- Over 5 years ' pharmaceutical industry experience, with proven cross-functional drug development knowledge.
- Experience in writing protocols, clinical summary reports, disclosure results, or publications.
- Experience in multiple clinical indications and/or therapy areas.
- Prior experience using clinical trial management systems (CTMS) and document management systems (DMS).
- Proven leadership skills in clinical research, data management, project management, medical writing, or clinical disclosure.
- Ability to influence and work successfully in complex cross-divisional matrix environments.
- Fluent English (oral and written).

Desirable for the role:

- Strong negotiation and conflict resolution skills, with a focus on results, compliance, planning, tracking, and problem solving.
- Proficiency in Good Clinical Practice, knowledge of clinical trial regulations and designs, and adaptability to changing environments.

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.

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
Universal Hierarchy Node

地点
United Kingdom

站点
London (The Westworks)

Company / Legal Entity
GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Alternative Location 1
Barcelona Gran V í a, Spain

Alternative Location 2

Dublin (NOCC), Ireland

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

Apply to Job

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