

Senior Manager - Legal Technology

Job ID
REQ-10065153

10月 28, 2025

India

摘要

As Legal Techno-Functional Sr. Manager, you will leverage your legal expertise and technical acumen to deliver end-to-end solutions optimizing core legal tasks (e.g., contract lifecycle management), enhancing legal workflows, and driving responsible AI adoption. This role bridges legal operations, technology, and change management, ensuring scalable, compliant, and high-quality outcomes (e.g., productivity and quality) for our Legal teams in Novartis. The role is situated within the Hub, with day-to-day responsibilities centered on serving the needs of the AIAR (Artificial Intelligence and Applied Reasoning) team within Legal.

About the Role

Key Responsibilities

- Serve as a liaison between Legal, Business, and DDIT translating needs into roadmaps, backlogs, and release plans.

- Provide support in: Defining guardrails, evaluation criteria, and model risk controls for safe, compliant AI adoption across legal use cases. Establishing prioritization frameworks balancing value, risk, and feasibility; chair design reviews and go/no - go decisions.
- Gather legal and business requirements; run discovery workshops to capture contract types, templates, playbooks, workflows, SLAs, and control points.
- Conduct gap analyses vs. current systems and processes, draft functional & technical specifications, data models, and integration patterns.
- Drive integration with ERP/e-signature/DMS/SSO systems; collaborate with DDIT and PMO teams to ensure robust pipelines and governance.
- Identify and shape high - value GenAI use cases: clause comparison, AI - assisted review, risk flagging, redline suggestions, summarization, and negotiation support.
- Demonstrated expertise with Large Language Models, including Azure OpenAI (GPT family), and Claude etc.
- Experienced in orchestration using frameworks such as LangChain, LangGraph and Semantic Kernel, as well as function/tool calling, agent/autonomous frameworks, and retrieval-augmented generation (RAG) patterns.
- Experienced in Microsoft platforms, including Copilot Studio, as well as low-code and no-code platforms such as Power Apps.
- Proficient in vector and search technologies, including Azure AI Search, FAISS, metadata strategies, and hybrid search approaches.
- Skilled in evaluation and guardrails implementation, encompassing prompt and unit testing, usage of golden sets, factuality and hallucination assessment in LLMs, red-team case analysis, PII masking, and deployment of content filtering solutions.
- Lead change strategies and drive adoption metrics (time - to - value, cycle time, automation rate etc.).

Essential Requirement:

- Legal background (e.g., LL. B/LL.M or equivalent) with deep experience in legal technology and operations.
- 12+ years overall experience, including 6+ years in legal tech delivery and 2+ years building LLM/GenAI or agentic solutions. Skilled at analyzing and understanding end-to-end legal processes and workflows, with the ability to proactively identify and design technology-driven improvements to optimize and automate routine legal tasks.
- Experience in legal operations within the pharmaceutical, life sciences, or healthcare sectors, including clinical trial contracting, regulatory compliance, and industry-specific legal processes.
- Strong experience in Software Development Life Cycle (SDLC) is essential. Experience in LLMOps and MLOps, including comprehensive model lifecycle management, data and version control, robust evaluation processes, continuous monitoring, prompt and response logging, model benchmarking, and the implementation of operational guardrails.
- Experience in NLP/LLM orchestration (prompt engineering, RAG, embeddings, caching, evals); experience with agent frameworks.
- Familiarity with privacy & compliance and AI safety/guardrails. Demonstrated proficiency in developing PowerPoint presentations. Experience with Microsoft 365 ecosystem.
- Excellent stakeholder management and communication; thrives in a fast - paced, product - led environment.

Desirable Requirements

- Certifications in Information Systems/Computer Science/AI preferred.
- Icertis CLM certifications and familiarity with other leading CLM platforms. Hands-on experience piloting, configuring, and integrating legal technology solutions (e.g., CLM, contract analytics tools (e.g., eBrevia, Kira, Luminance etc.), eBilling, eDiscovery, GenAI, automation tools).

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
Legal

Business Unit
Universal Hierarchy Node

地点
India

站点
Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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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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