

Manager, Intellectual Property and Legal Innovation Projects & System

Job ID
REQ-10066837

12月 02, 2025

Switzerland

摘要

Lead, implement and execute Legal and IP technologies and strategies. Collaborate across Novartis in a multi-function IP and Legal Innovation Project Management Office with an aim of utilizing technology to increase operational efficiencies and productivity.

Location: Basel Switzerland or Prague Czech Republic (Hybrid work model)

About the Role

Key responsibilities:

- Partner with Legal and IP teams to optimize technologies and processes, driving efficiency and innovation.

- Serve as the system expert for IP and Legal applications, ensuring compliance with global standards (SOC, ISRM, DP) and providing point of contact.
- Manage vendor relationships to ensure timely, high-quality support and service delivery.
- Act as the liaison between IT and Legal/IP functions, aligning policies, procedures, user expectations and technical requirements.
- Lead IP and Legal technology projects from scoping to delivery, including documentation, stakeholder presentations, and quality assurance.
- Champion change management for new tech rollouts, ensuring smooth adoption across teams.
- Contribute to the IP and Legal function Technology and Innovation Strategy, staying current on emerging tools and recommending value-adding solutions.
- Oversee support models and access rights for legal and IP systems, ensuring operational excellence.
- Develop dashboards and reports, deliver user training, and continuously improve tools based on feedback.
- Drive innovation initiatives, including AI and automation, to enhance productivity and legal service delivery.

Essential Requirements:

- University degree in Project Management, IT, Law, or a related field.
- Proficiency in English, both written and spoken.
- Proven experience in Legal Innovation or Legal Operations.
- Solid knowledge on SQL
- Strong accountability and ability to manage cross-functional responsibilities.
- Familiarity with the pharmaceutical industry and business environments.
- Demonstrated expertise in operations and end to end project execution.
- Business-oriented mindset with a focus on value creation.
- Excellent interpersonal and organizational skills.
- Commitment to project excellence and continuous improvement.

Commitment to Diversity and Inclusion / EEO paragraph

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

Accessibility and Accommodation:

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

Prague: Novartis is committed to working with and providing reasonable accommodation to all

individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to di.cz@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Local benefits

Prague: Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program - choice of benefits from Benefit Plus Cafeteria in the amount of 17,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport Card

Find out more about Novartis Business Services: <https://www.novartis.cz/>

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>

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>

部门
Legal

Business Unit
Legal

地点
Switzerland

站点

Basel (City)

Company / Legal Entity

C010 (FCRS = CH010) Novartis International AG

Alternative Location 1

Prague, Czech Republic

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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