

# US Paralegal Site Head

Job ID

395010BR

Juli 19, 2024

USA

## Summary

Novartis is seeking a Site Head to lead a Patent Paralegal Team that provides filing and prosecution support to patent attorneys on the various IP sites (e.g., US, Basel, China and India), ensuring provision of a high quality range of paralegal services to the R&D IP Department. Manages resources to maximize the efficiency and productivity of the team as well as provides filing and prosecution support to patent attorneys.

Location: The location for this position will be based out of Cambridge, MA and follow a hybrid working model.  
#LI-Hybrid

## About the Role

What you will be doing:

Talent Management:

- Ensuring patent paralegal team is up-to-date on relevant worldwide practice and procedures, particularly EP and/or US law changes, including leading workshops for a global audience.

Processes and Data Quality:

- Manage deadlines in docketing database, including data relating to global patent portfolio.
- Prepare and file patent-related documents and forms for electronic or other filing.
- Interact with inventors to obtain signatures on formal documents.
- Assist patent Attorneys in more complex prosecution tasks with attorney input, such as creating templates for amendments or responses to office actions for the relevant patent office, e.g., EPO or USPTO depending on IP site.
- Informs and advises all levels of patent department (paralegals, trainees, managers, and attorneys) regarding requirements for applications and various filing options.

Management Responsibilities:

- Organize and proactively coordinate attorney work relating to patent applications including monitoring staff workloads and resolving distribution issues in order to ensure appropriate workload balance.
- Work one-on-one with IP attorneys and patent paralegals to implement standard practices
- Holds regular team meetings to problem-solve, share ideas and discuss any changes in practice or processes.
- Critically evaluate current Standard Operating Procedures (SOPs), as well as the need for new SOPs, and strive to constantly improve/optimize services provided by the team. Assist in implementation of same.
- Ensure best practices are in place and meet Novartis business and legal standards and policies.
- Collaborate with department Global Head of Patent Support and other patent paralegal managers to

maximize and encourage cross-team cooperation in functional areas of responsibility.

Essential Requirements:

- University degree required and or paralegal certification
- A minimum of 10 years of experience in the IP field.
- Experience working as Senior Patent Paralegal, team leader or similar. Prior experience leading a team is required
- Fluency in English (oral and written) required
- IP qualification, e.g., PAC or equivalent preferred
- Knowledge of 2nd language is an advantage

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**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.

**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$201,600 and \$302,400 / year; however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

**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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Division  
Legal  
Business Unit  
Pharma Research  
Standort  
USA  
Site

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Legal & Intellectual Property & Compliance

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Major Accountabilities ~ Steigern Sie Ihr wettbewerbsfähiges Umsatzwachstum ~ Identifizierung und Priorisierung von Kunden mit hohem Potenzial durch Datenanalyse (HCPs und Stakeholder), die Verschreibungsentscheidungen beeinflussen ~ Steigern Sie die Vertriebsleistung durch die geschickte Orchestrierung positiver Kundenerlebnisse ~ Engagieren und Beziehungen aufbauen ~ Führen Sie wertorientierte Gespräche (persönlich und virtuell), um kritische Kundenherausforderungen, Entscheidungstreiber, Schwachstellen und Chancen zu verstehen ~ Personalisieren und orchestrieren Sie Customer Engagement Journeys für HCPs,

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