

Vendor Start-up Manager

Job ID
REQ-10005309
Jul 18, 2024
Ireland

Summary

Vendor Start-up Manager (VSM) is responsible for providing expertise in support of outsourced clinical trial activities during study startup. The VSM enables a flawless and accelerated vendor service delivery at the trial start-up phase and supports implementation of defined category strategies and service standardization. This role proactively assesses risk and concludes contingency plans to de-risk study startup.

About the Role

Responsibilities:

- Work in close collaboration with the Vendor Program Manager (VPM) and CRO during study startup phase to optimize a front loaded and timely study start-up process.
- Contribute to the development of Study Specification Worksheet (SSW) to facilitate bid process and selection of Vendors.
- Review vendor proposal / budget in collaboration with procurement (and vendor). If required, support contract negotiations.
- Ensure changes to protocol or study designs are consistently shared with vendors and incorporated into supplier budgets, timelines, and specifications. Support amendment of vendor contracts with Procurement team.
- Vendor service excellence at study level, ensuring vendors meet quality and service level standards in their service delivery for the trial.
- Pro-actively create and maintain vendor related risk maps with contingency plan for documentation.
- Document issues identified with vendor oversight / performance and implementing and monitoring corrective actions. Escalate issue if required to the Vendor Category Expert (VCE).

Requirements:

- Bachelor degree in science and or business. Advance degree preferred.
- Demonstrated experience and knowledge of the clinical operation processes and vendor management.
- Excellent knowledge of GxP and ICH regulations.
- Expert knowledge of clinical trial design and mapping to supplier requirements.
- Demonstrated leadership with supplier relationship management and/or specific service areas.
- Experience partnering across divisions with internal and external stakeholders.
- Demonstrated root cause analysis, problem solving, and solution generation skills
- Knowledge of key deliverables that impact green light milestones and vendor readiness
- Experience in outsourcing, contracting, sourcing of clinical services with Vendor/CROs (RFP, RFQ, contracting).

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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.

Division

Development

Business Unit

Innovative Medicines

Location

Ireland

Site

Dublin (Novartis Corporate Center (NOCC))

Company / Legal Entity

IE02 (FCRS = IE002) Novartis Ireland Ltd

Alternative Location 1

London (The Westworks), United Kingdom

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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