

Vendor Program Head

Job ID
REQ-10045907
Apr 07, 2025
USA

Summary

The Vendor Development Unit (DU) Program Head (VPH) is responsible for leading the strategic and operational management of vendor partnerships within a specific disease area and Development Unit. This role ensures the successful delivery of vendor service strategies that align with the program objectives, clinical development timelines and operational requirements. The VPH has accountability for the team responsible for developing and executing vendor DU program strategies, ensuring alignment with overarching program strategies and fostering high performance culture to support DU program success. By fostering strong collaborations with internal and external partners, the VPH will play a critical role in advancing the DU goals, ensuring high-quality, cost-effective and timeline delivery of outsourced services.

About the Role

MAJOR ACCOUNTABILITIES

- Lead the DU vendor program community to execute vendor service strategy and clinical trial milestones.
- Build a strong community of Vendor Program Strategy Directors (VPSD), TVM Community Leads (TVMCL), and TVM team for portfolio delivery.
- Continuously assess and adjust vendor program strategy to ensure successful portfolio delivery.
- Collaborate with strategic vendors and VPG category for process alignment and innovation adoption.
- Oversee portfolio health and governance with internal teams and vendor leadership.
- Foster a culture of accountable delivery, high performance, risk mitigation, and rapid issue resolution.
- Manage key stakeholders within GCO and non-GCO functions for operational efficiency.
- Represent vendor partnering at forums and share risks and mitigation strategies.
- Host Vendor partner summits for deepening DU focus and collaboration.

EXPERIENCE / REQUIREMENTS

- 10+ years of experience in pharmaceutical clinical drug development
- Global management experience and matrix organization expertise
- Ability to manage and coach people in a servant leadership style
- Strong leadership, interpersonal, and problem-solving skills
- Advocacy for new working methods and high resilience
- Extensive knowledge of clinical development processes
- Proven leadership during organizational transformation
- Strong organizational awareness and stakeholder management
- Solid relationship-building and executive leadership negotiation skills
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Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between: \$204,400 and \$379,600/year; however, while salary ranges are effective from 1/1/25 through 12/31/25, 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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