

# Vendor Alliance Lead Associate Director Licensing Translations

Job ID

REQ-10047432

Apr 10, 2025

United Kingdom

## Summary

Reporting to the Head Vendor Alliances, Vendor Alliance Lead – Associate Director is responsible for the management of outsourced clinical activities and deliverables of one or more supported External Relationship Management Teams (ERMT) for Licensing and Translations.

## About the Role

### Key responsibilities:

- Oversee business review meetings with vendors using KPI, KQI, and UVP dashboards, along with facilitating internal cross-functional ERMT meetings.
- Potential to lead a team of Vendor Startup Managers (VSM) to assist with supplier startup activities.
- Handle escalated global or country-specific vendor issues and identifying systemic problems through root cause analysis.
- Using technological resources for efficient and systematic issue resolution.
- Serve as a category expert, providing crucial training and expertise for stakeholders while ensuring compliance with necessary SOPs and guidelines.
- Lead Corrective and Preventive Actions (CAPA) management resulting from audits & inspections, and provide support during Health Authority inspections.
- Drive innovation and improvements within the category, in addition to proactive risk management.
- Support both global and local vendor qualification processes when necessary, and assist Vendor Startup Managers (VSM) in their collaborations with Site Startup (SSU) teams.

### Essential requirements:

- At least 5 years of working experience along with excellent knowledge of clinical operation processes and vendor management.
- Should have excellent knowledge of GxP and ICH regulations.
- Requires very good knowledge of clinical trial design and its connection to supplier requirements.
- Must possess a thorough and technical understanding of Novartis specifications for supplier-provided services and be experienced in User Acceptance testing for eCOA and IRT.
- Should be skilled in site collaboration, site activation, and vendor management including outsourcing, contracting, and sourcing of clinical services.
- Essential to be results-driven and have a demonstrated ability to complete projects on time.
- The candidate should have strong cross-functional team collaboration abilities and be comfortable working in a matrixed environment.

- Must possess strong influencing and negotiation skills, excellent written and oral communication skills, and excellent problem-solving skills, as well as a willingness to make decisions and take responsibility for them.

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Division

Development

Business Unit

Innovative Medicines

Location

United Kingdom

Site

London (The Westworks)

Company / Legal Entity

GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Alternative Location 1

Home Worker, United Kingdom

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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