

# Head of Site Contracting

Job ID  
REQ-10038102  
Mar 30, 2025  
United Kingdom

## Summary

This position can be based at either our London, England or Dublin, Ireland locations.

In this vital and influential role, the Global Head of Site Contracting has overall accountability for the site contracting process at Novartis, with a focus on optimizing cycle time and efficiency and thinking strategically about Novartis' approach to contract execution in support of industry leading study start-up timelines. Working across the matrix of stakeholders that impact contract execution they will design, implement, manage and monitor contracts and grants workflow procedures and tools and ensure appropriate data and metrics are in place for both operational study level delivery and process control. They will not have day to day oversight of operational contract execution at a study or portfolio level.

In addition, this leadership role has direct line management responsibility for the Study Grants team and is accountable for providing Grant Plans and Fair Market Value assessments for all Globally, Locally and Regionally Supported Clinical Trials and Investigator Initiated Trials.

Apply today and welcome to where we thrive together!

## About the Role

### Your Key Responsibilities:

- Lead the design, implementation and ongoing management of contracts and grants workflow, process, tools and technology
- Ongoing proactive assessment of Novartis process, tools and technology as it pertains to contract execution, with a focus on cycle time optimisation and efficiency
- Ensure contracting process is compliant with appropriate quality standards and regulations and leads any associated actions required
- Establish strong working relationships across the matrix of stakeholders that impact contract execution to harness their expertise in line with goals
- Ensure appropriate data and metrics are in place to provide timely insights for both operational study level delivery and process control.
- Maintain a strong understanding of external best practice and clinical trial landscape factors that could impact contract execution
- Line manage the grant plan team
- Lead the design and implementation of Novartis' Grant Plan strategy and Fair Market Value (FMV) assessments in support of clinical trials.
- Oversee quality and timely translation of clinical protocol visit assessment schedule into intelligent Grant Plan and FMV cost estimations, ensuring clinical operational and scientific requirements are reflected

accuracy.

- Lead and empowers Study Grants Expert/Managers to implement innovative and efficient processes which are in line with Novartis strategy.

### **Essential Requirements:**

- Bachelor's degree in life science, business or operations
- 10+ years of pharmaceutical industry experience, with previous significant experience in site contracts
- Strong leadership and people management skills in a global setting with proven ability to develop high-performing teams and diverse profiles.
- Proven expert level knowledge of and experience with operational management, and exceptional technical, analytical and quantitative problem-solving skills.
- Credible and confident at building relationships at the leadership level while demonstrating organizational agility.
- Proven ability to build strong, effective relationships with internal partners.
- Demonstrated effective influencing and negotiation skills at all levels.
- Experience working with electronic databases, clinical and/or project management planning and reporting and analytics systems.

### **Desired Qualifications:**

- Advanced degree preferred

**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>

### **Commitment to Diversity & Inclusion:**

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

### **Join our Novartis Network:**

Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

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**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>

Division

Development

Business Unit

Universal Hierarchy Node

Location

United Kingdom

Site

London (The Westworks)

Company / Legal Entity

GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Alternative Location 1

Dublin (NOCC), Ireland

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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