

# Team Lead, Patent Support Europe

Job ID  
REQ-10041940  
May 29, 2025  
Switzerland

## Summary

Location: Basel, Switzerland;

Responsible for leading and developing a team as well as independently managing complex intellectual property (IP) administrative, filing and legal support tasks, including supporting patent practitioners in regional, international, and foreign patent filing.

Provides expert knowledge and understanding of IP law and practice issues.

Undertakes operational and strategic responsibilities to maximize the effectiveness of paralegal support at a local and global level.

Responsible for applying, maintaining and contributing to the improvement of the department best practices.

Responsible for training others in all areas of European Patent (EP)/international and foreign patent matters.

Pro-actively participates or leads a team within IP and Legal Support in areas of procedure development, improvement of current procedures and other efficiency initiatives.

Leads and develops a high performing local team of patent paralegals, ensuring timely, complete and accurate filing and prosecution of all patent applications and patents in scope.

Member of the Global Patent Support leadership team

Manages resources to maximize efficiency and productivity of the team.

## About the Role

### Your responsibilities include, but not limited to:

- Files and supervises EP/international and foreign patent applications and related correspondence from filing to issuance of grant, including preparing all documents required in connection with EP, Patent Corporation Treaty (PCT) and foreign applications; proactively prepares simple responses to official communication and notifications.
- Maintains and shares expert knowledge of latest patent rules and adapting practices to comply and supervise or train patent support team members to ensure staff are knowledgeable and proficient in carrying out filing and prosecution procedures accordingly.
- Monitors electronic docket for responsible attorney(s) and assigned paralegal tasks on a daily basis ensuring that all related deadlines are met in a timely manner.
- Independently, proactively and critically reviews, maintains and assists responsible attorney(s)' dockets and workload.
- Coordinates outsourcing, transfer in and transfer out of patent files and responsibilities in a timely and efficient manner, minimizing risk of loss of rights.
- Ensures that all appropriate documentation is completed in accordance with applicable procedures for each stage of patent filing and prosecution.

- Undertakes projects to address global patent prosecution and other patent support issues affecting the department.
- Communicates autonomously and effectively with team members, management, colleagues, inventors, foreign agents and other associates.
- Is a member of the Global Patent Support leadership team and actively participates in Patent Support and IP meetings.
- Role includes on an as needed basis the flexibility to provide support in other areas within the IP and Legal Support team (i.e. annuities, invoicing and data input).
- Leads or participates in teams developing procedures and processes, including process improvement to enhance efficiencies, including addressing global patent prosecution issues affecting the department.
- Conducts and chairs meetings.
- In line with Novartis Leadership principles, sets targets and objectives, monitors and manages workload and performance, conducts performance appraisals, and trains and coaches direct reports on site to ensure alignment and objectives are met
- Responsible for hiring and staffing the patent paralegal team on site.
- Responsible for training all new patent paralegals on site and dealing with other patents administrative staff to ensure that they are complying with Novartis best practices.

What you'll bring to the role:

- Relevant degree, Law - Paralegal/equivalent IP certification or equivalent experience
- Proficiency in English required – spoken & written, other languages is an asset.
- Demonstrated professional experience as a patent paralegal in a patent law firm or corporation with international and foreign filing experience.
- Ability to deal with a highly complex environment - manages workload and work product with high quality.
- Advanced knowledge and competency of patent database and report generating tools.
- Ability to work well and meet deadlines, without supervision, in an electronic office environment.
- Well-developed research and critical thinking skills, and sound decision-making abilities, with attention to detail to produce consistently accurate work
- Excellent analytical skills, organizational, and communication skills.
- Liaise with other cross-divisional groups to prevent duplication of effort and to ensure that effective knowledge sharing occurs.
- Demonstrates leadership qualities and ability to recruit, train, manage and develop IP paralegal team members and lead a local paralegal team as part of one cohesive IP Support team across all IP sites
- Knowledge of IP and document management systems and Microsoft Office

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

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

### **Accessibility and accommodation:**

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to [diversity.inclusion\\_ch@novartis.com](mailto:diversity.inclusion_ch@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

**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>

**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>

**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

Legal

Business Unit

Universal Hierarchy Node

Location

Switzerland

Site

Basel (City)

Company / Legal Entity

C028 (FCRS = CH028) Novartis Pharma AG

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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