Clinical Project Manager

Job ID
REQ-10013244

9月 29, 2024

Czech Republic

摘要

Location: Czech Republic, Prague #LI-Hybrid

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

As a Clinical Project Manager, you will be responsible for coordinating and managing all aspects of assigned clinical studies, from early phase to late phase. This includes both interventional and non-interventional studies, as well as other clinical services such as managed access programs, research collaborations, and digital solutions.

Working under the lead of the Senior Clinical Project Manager, you will collaborate with a team of experts to plan and implement all operational aspects of the studies. From concept to reporting and manuscript writing, you will ensure that timelines, budgets, and quality standards are met, following required procedures.

About the Role

Key Responsibilities:

- Collaborate with colleagues, customers, and line functions to establish realistic project timelines. Escalate issues to higher-level management if no agreement can be reached.
- Lead and manage a multidisciplinary cross-functional Clinical Trial Team or support the Senior Clinical Project Manager in planning and implementing clinical studies and programs.
- Organize investigators meetings and internal meetings related to clinical study execution.
- Interact directly with investigator sites, CRAs, CROs, and vendors to ensure smooth study set-up and conduct, monitor site performance, address protocol deviations, and resolve issues.
- Assist in the compilation of regulatory documents for submissions to authorities and ethics committees.
- Review site visit reports and ensure quality control of monitoring activities.
- Contribute to ongoing medical/scientific quality review of study data and coordinate data analysis and interpretation for initial results.
- Contribute to the development of study protocols, amendments, informed consent forms, and other essential documents.
- Manage study budgets and provide input for clinical outsourcing specifications.
- Identify areas for process or technology improvements and participate in continuous improvement initiatives.

Essential Requirements:

- Bachelor's degree or higher in life sciences or a related field, or equivalent combination of education, training, and experience.
- Approximately 8 years of experience in Global Clinical Operations, with managerial experience in designing, planning, executing, reporting, and publishing clinical studies, both interventional and non-interventional, across different phases.
- Proven ability to work independently in a complex matrix environment, including leading cross-functional teams.
- Strong project management skills.
- In-depth knowledge of Good Clinical Practice (GCP), clinical study design, statistics, regulatory processes, and the global clinical development process.
- Excellent spoken and written English.
- Excellent presentation and diplomacy skills, with the ability to negotiate and resolve conflicts.

Desirable Requirements:

- Ability to independently resolve issues and know when to escalate them
- Accountable and responsible in project and study management.

Benefits and rewards: Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program - choice of benefits from Benefit Plus; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); MultiSport

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部门
Operations

Business Unit
CTS

地点
Czech Republic

站点
Prague

Company / Legal Entity
CZ02 (FCRS = CZ002) Novartis s.r.o

Functional Area
Research & Development

Job Type
Full time

Employment Type
Temporary (Fixed Term)

Shift Work
No

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Accessibility and accommodation

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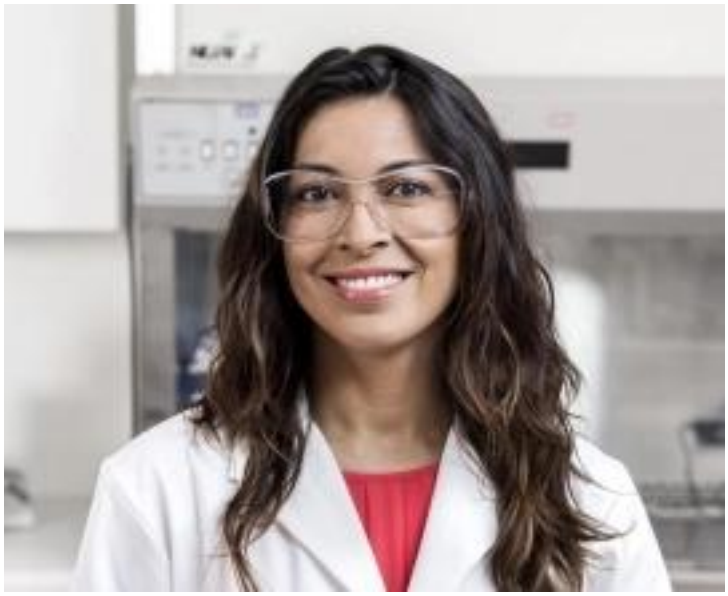

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