

# Vendor Management & Governance

Job ID

REQ-10024171

04 octobre 2024

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## Summary

The Vendor Management & Governance (VM&G) function is situated in the Global Lab Supply Management & Shared Services (LSM&SS), that is within the Global Lab Solutions & Scientific Services (GLaSSS) Function of Scientific Operations (SO). SO is responsible for providing integrated programs and services that support our scientific community and has a mission to enable the Biomedical Research's (BR) lab scientists to focus on science in the lab through data-driven, sustainable operational excellence and innovation.

As a key member of the Global LSM&SS team, you will be responsible for ensuring the success of the VM&G global sub-function through the provision of Vendor Management (VM) expertise and guidance to all SO Functions, including active involvement with/management of selected vendor interactions, at all EU/US sites.

## About the Role

### Your Key Responsibilities:

- Develop and execute the Global VM&G strategy, aligned with the LSM&SS, GLaSSS, and SO overall strategies.
- Define and operate the vendor management framework across SO.
- Provision of VM&G support to all SO Functions including vendor selection, definition of contractual terms, performance monitoring, legal requirements US/EU, close-out.
- Management of selected key vendor interactions including ownership/attendance at Business Reviews.
- Ownership of the SO/BR VM&G training curriculum.
- Building institutional knowledge for SciOps VM&G needs.
- Maintenance of strategic links to other VM&G-related Novartis Groups (SPO, Procurement, Finance, GDD/VPD, etc.).
- Partner with the global Head of Operations (HoO) community to drive a coordinated approach to VM&G across BR.
- Represent VM&G in discussions with other Novartis Functions and ensure alignment and transfer of best practices as appropriate.
- Integral member of the LSM&SS leadership team representing the VM&G function.

### Role Requirements:

- Bachelor's degree in scientific/technical/financial or related discipline. Master's degree preferred
- People management/Leadership experience desirable.
- Experience in a vendor management capacity for a research laboratory environment within a pharmaceutical/biotech company

- In-depth knowledge of laboratory operations and research supply chain management.
- Previous experience in a research laboratory environment within a pharmaceutical/biotech company
- Experience in all aspects of VM&G, including vendor selection, contract management, negotiation, legal requirements US and/or EU, performance tracking, close-out.
- Solid basis in finance and procurement principles.
- Ability to take both hands-on and consultant positions.
- Ability to network with other Novartis Groups (Procurement, Finance, GDD/VPG, etc.).
- Ability to work in a complex and dynamic environment.
- Experience of working within a matrix organization across countries and cultures.
- Excellent communication, consensus building, well developed influencing and negotiation skills and strong drive for operational excellence.

*May be required to travel internationally.*

LI-#Hybrid

**Commitment to Diversity & Inclusion:** The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$124,000- \$186,000/year; however, while salary ranges are effective from 1/1/24 through 12/31/24, 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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## Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

Biomedical Research

Business Unit

Pharma Research

Location

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Site

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Alternative Location 1

Basel (City), Suisse

Functional Area

Recherche & Développement

Job Type

Full time

Employment Type

Regular

Shift Work

No

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