

Group Lead Medical Information " >

Job ID

322885BR

Oct 14, 2021

Ireland

Job Description

1200! That's the number of complex questions supported by our Medical Information team last year at Novartis.

As the Group Lead for Medical Information, you would report into the Global Head of Medical Information and be responsible for functional and operational leadership of the MedInfo team. This will involve resource planning, managing Medical Information (MI) deliverables and oversight of project management, processes and platforms related to service delivery and customer engagement. The role will also involve working with the wider Leadership Team on strategy and aligning organisational objectives and goals, as well as financial management.

Your responsibilities:

Your responsibilities include, but are not limited to:

- Manage and lead the Medical Information team; produce high quality scientific documents, response documents, global guidance documents, Q&As and specific medical information content, by providing leadership and implementing management control of the assigned teams.
- Build and lead MI services for designated disease areas with a group of Expert Medical Information Managers, Project Managers and in close coordination with Team Leads and delivery teams, to ensure delivery of MI services for the Global, regional and country organizations, ensuring adherence to quality, timelines, and efficiency objectives.
- Accountable for high quality results produced by the MI team, including the accuracy of the scientific content (data accuracy and scientific messages).
- Monitor and report established metrics & take proactive action to continuously strive for improvements. Manage the Service Level Agreements with customer stakeholder groups.
- Ensure outstanding communication with all internal and external and global customers through regular local and global updates with focus on accomplishments, critical metrics, standard methodology sharing, staffing changes, etc.
- Recruit talent, manage performance (set objectives, review performance and plan compensation) and develop associates (development/training plans, Organizational Talent Review, coaching or mentoring, as appropriate). Set direction, align and empower team members to achieve set goals and objectives.
- Lead priority setting, workload distribution and resource planning in collaboration with Medical Information Leadership Team to ensure optimal work-load distribution. Develop and implement appropriate management control systems to ensure quality results and adherence to process compliance.
- Provide input into the budget process (for Dublin) and ensure ongoing detailed cost reporting in line with the global and local policies / requirements.
- Ensure compliance and inspection / audit readiness. Accountable that all associates in the Function are

adequately trained and comply with industry best practice (incl. GPP3, GxP) and internal guidelines/SOPs.

Diversity & Inclusion / EEO

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

Minimum Requirements

- Minimum: Science / Healthcare degree or equivalent, B.Sc./ M.Sc./M.Pharm. Desirable: Doctoral Degree or Qualification in Medical Sciences (MBBS/MD/equivalent), MBA
- 8-10 years in the Medical Information and/or Medical Communications business either in the Pharma Industry or Medical Communications agencies; with expertise in strategic planning and capability development
- Proven experience in leadership roles and demonstrated people management skills
- Good understanding of work processes for Medical Communications with an attention to detail and focus on quality
- Strong customer engagement skills with demonstrated customer enhancement experience and excellent interpersonal and communication skills. Good influence, negotiation and diplomacy skills also required
- Pro-active and an ability to work independently. Demonstrated initiative and flexibility through effective and innovative leadership.

You'll receive:

Competitive salary, Annual bonus, Pension scheme, Share scheme, Health insurance, 25 days annual leave, Flexible working arrangements, subsidized dining facilities, Employee recognition scheme, learning and development opportunities.

Why consider Novartis?

769 million. That's how many lives our products touched in 2020. And while we're proud of that fact, in this world of digital and technological transformation, we must also ask ourselves this: how can we continue to improve and extend even more people's lives?

We believe the answers are found when curious, courageous and collaborative people like you are brought together in an inspiring environment. Where you're given opportunities to explore the power of digital and data. Where you're empowered to risk failure by taking smart risks, and where you're surrounded by people who share your determination to tackle the world's toughest medical challenges.

Imagine what you could do at Novartis!

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to learn more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

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#LI-NOV = Novartis

Division

CTS

Business Unit

NBS CONEXTS

Location

Ireland

Site

Dublin

Company / Legal Entity

Novartis Ireland Limited

Functional Area

Research & Development

Job Type

Full Time

Employment Type

Regular

Shift Work

No

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