

Team leader - Medical Communications

Job ID REQ-10051042	
6月 03, 2025	
India	

摘要

Responsible for the end-to-end delivery of med comms projects ensuring high quality and timely execution of deliverables.

About the Role

Location - Hyderabad #LI Hybrid

Major Accountabilities:

- Manage the med comms project delivery for a given brand(s), ensuring the Content Development - US Medical Affairs team deliver the agreed scope of work on time, with quality and within budget through close collaboration with colleagues
- · Directly manage key activities as well as overseeing quality control, issue resolution, workflow

processes and colleague engagement. Lead, coach and manage associates in the team, Champion people engagement & culture development

- Manage project priorities, tracking milestones, allocate resources based on project requirements, monitor workload distribution and resource planning to ensure adequate assignment of resource to projects. Develop and implement appropriate management control systems to ensure quality deliverables and adherence to process compliance
- Manage communication with stakeholders through regular updates, feedback, addressing issues and sharing best practice to ensure business needs are met. Identify and implement process improvements to enhance team productivity and efficiency
- Support innovation, operational excellence through continuous development programs supporting Group Lead. Be accountable for deliverables delivered by the assigned team, including compliance, adherence to process and brief, customer experience, end-to-end quality of deliverables, collaborations with other Groups.
- Monitor and report established KPIs and takes proactive action to continuously strive for improvements. 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 motivate team members to achieve set goals and objectives
- Ensure compliance and inspection/audit readiness. Ensure all associates in the team are adequately trained and comply with industry best practice and internal guidelines/SOPs.

Minimum Requirements:

- M.Sc./ M.Pharm, ideally in scientific disciplines
- Desired: Doctoral Degree or Qualification in Medical Sciences (MBBS/MD/equivalent), MBA
- 3-6years in the Medical Communications business either in the Pharma Industry or Medical Communications agencies
- 2-4years experience in team management/leadership roles
- Good understanding of work processes for medical communications

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部门 Operations

Business Unit Universal Hierarchy Node

地点 India

站点 Hyderabad (Office)

Company / Legal Entity IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area Research & Development

Job Type Full time

Employment Type Regular
Shift Work No
Apply to Job
Accessibility and accommodation
Novartis is 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 recruitment process, or in order to perform the essential functions of a position, please send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.
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