

Public Affairs Head, Portugal

Job ID
REQ-10051132

5月 07, 2025

Portugal

摘要

-Lead or support Public Affairs activities/projects to support business objectives in the area of responsibility, engage in stakeholder engagement in the area of responsibility -Shape external policy in the area of responsibility. -Position Novartis as a trusted partner. -Hold key external stakeholder relationships. -Deliver political intelligence and advice to relevant Novartis businesses -Provide support to PA Leadership.

About the Role

Major accountabilities:

- As a member of the Portuguese Leadership Team, this role is responsible for leading all policy and public affairs engagements.
- The candidate will need to identify, prioritize and drive topics which define policy environment for business -Contribute to the creation, revision and publishing of policy documents,

advocacy toolkits, training materials.

- Shape, represent, and advance Novartis legislative, policy and alliance strategic objectives
 - Execute product advocacy where applicable
 - Map external stakeholders and systematically engage, setting up key platforms for engagement on key policy and business priorities, working in partnership
 - Lead teams on specific projects, through feasibility, planning, execution and reporting; contribute to projects in cross-functional / cross-divisional team
 - Identify and analyze legislation that may affect Novartis business, as well as propose language and strategies to amend and improve legislation
 - Role model Novartis culture
 - Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt
 - Distribution of marketing samples (where applicable)

Key performance indicators:

- Alignment of policies with overall business strategy, depending on assigned area
 - Influence on associations policy agenda in assigned area
 - alignment with NVS policy
 - Proximity and relevance to assigned business / area
 - Quality of PA competencies in the assigned area
 - Acceptance of policies by internal/external customers; recognition of quality
 - Quality of documents prepared (presentations etc.)
 - Seamless functioning of key processes
 - High-quality delivery of expected results in projects

Minimum Requirements:

Work Experience:

- At least 5 years experience in public affairs, ideally in a pharmaceutical company
- Collaborating across boundaries, with experience of EU public affairs would be ideal
- A proven track record of managing stakeholder relationships, including events aimed at policymakers
- An educational background in political or social science, law, or related field is preferred.
- Direct experience working in a governmental role (parliament or ministry) is a plus.

Skills:

- Public Affairs.
- Curiosity.
- Influencing Skills.
- Strategic Partnerships.

Languages :

- English and Portuguese essential

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部门

Corporate Affairs

Business Unit

Innovative Medicines

地点

Portugal

站点

Sintra

Company / Legal Entity

PT05 (FCRS = PT005) PT Pharma

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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