

Associate Director - Scientific Writing

Job ID
REQ-10058422

10月 06, 2025

India

摘要

Job purpose: To manage and lead a Scientific Communications Therapeutic Area team/squad to produce high quality scientific documents/deliverables, by providing functional and operational leadership and implementing management control of the assigned team/squad.

About the Role

Profile Summary:

- Leads a medical writing team/squad for an assigned brand or for a specific TA
- Ensures production of scientific deliverables/ documents which adhere to highest quality, timeliness and efficiency standards

- Accountable for the accuracy of the scientific content of the deliverables produced by the group/team (data accuracy and scientific messages).

Accountable for the adherence to processes/ guidelines / SOPs and ensure inspection / audit readiness of all relevant documents for her/his assigned group/team

- Monitors and tracks KPIs for the team/squad. Proactively takes measures to improve KPIs in agreement with Function head and QC manager
- Identifies and resolves operational issues. Recommends potential solutions and manages number of escalations.
- Ensures exemplary communication with customers in USMA. Manages customer expectations efficiently
- Owns and ensures deployment and completion of initiatives and programs developed towards creating scientific and functional excellence
- Acts as consultant on medical communications or assigned service for her/his Function Head and to other functions/ teams
- In partnership with USMA Med Comms, 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).
- Manages performance of his/her individual team members including performance reviews aligned with Novartis policies

Experience Required

5 + years experience in Medical Communications with proven people leadership

Experience in a wide array of Medical Communications activities, including, but not limited to, publications, slide decks, symposia, standalones, advisory board meetings, etc.

Track record in developing Medical Communications plans

Skills/Qualifications

Fluent English (oral and written).

Demonstrated ability to establish effective working relationship in a matrix and multicultural environment.

Education

Minimum: healthcare professional degree or degree in a healthcare-related field

Desirable: advanced degree (PhD, PharmD, MD) in life science/healthcare

Other requirements

Travel internationally/domestically as required

Ability and willingness to work off hours and holidays if required

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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部门
Finance

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

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



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