

## Scientific Writing- Team Lead

Job ID  
REQ-10061767

9月 18, 2025

India

### 摘要

Centralized Asset Support Team (CAST) is responsible for providing resources and project management support to Novartis Brands to develop / update commercial marketing assets such as digital, print, and web assets.

### About the Role

Location - Hyderabad #LI Hybrid

About the Role:

Scientific Writing-Team Lead (SW-TL) will be responsible for managing the functional and operational aspects of the content team. This role ensures timely delivery of high-quality, compliant, and scientifically accurate content across multiple therapy areas, brands, and channels. SW TL oversees daily operations, project allocation and workload distribution to optimize resource allocation, and drive

efficient execution. Additionally, SW TL plans and execute multiple projects, tracks project progress, identifies and document risk and issues and shares the updates with stakeholders to ensure timely delivery of promotional materials. SW TL also maintains visibility and tracking of current and upcoming projects. The candidate in this role will be expected to work with colleagues located in Hyderabad, Mexico, Ireland and the US. The SW-TL is a part of 'Content' team under CAST and must demonstrate strong collaboration with colleagues across all Novartis sites (India, US, Ireland and Mexico), operate in a metricized environment, maintain highest quality standards, and live Novartis values and behaviors every day.

#### Key Responsibilities:

- Support, plan, execute and manage assigned projects (such as Label update, Creative derivatives / Refresh (Business-As-Usual or BAU), etc.) in collaboration with all stakeholders and cross functional teams.
- Accountable to deliver the assigned marketing materials with accuracy, clarity, and consistency and in alignment with MLR, other regulatory and company policy.
- Evaluate / plan the resource requirements, timeline, and other logistics for the assigned projects. Assign tasks & coordinating with all involved teams for project execution.
- Oversee and guide the team to ensure efficient and effective project execution. Foster a collaborative and positive work environment, while providing mentorship and support to team members.
- Track team performance and productivity. Conduct regular performance reviews and provide constructive feedback. Prepare and present reports on team progress and project outcomes to senior management.
- Develop and implement standardized workflows, templates, and review mechanisms and manage dependencies with creative, digital and quality teams.
- Identify process gaps, drive continuous improvement, and reduce cycle times
- Act as a liaison for content development queries, escalations, and interdependencies.
- Track and report on content pipeline, productivity metrics, and quality KPIs.
- Provide updates on capacity planning, risks, and mitigation measures.
- Implement content quality control measures, including peer reviews and source file audits.
- Drive best practices in reusing, modularizing, and repurposing content across omnichannel platforms
- Deliver projects as per Novartis Brand standards, maintaining compliance | quality | production efficiency KPIs, hygiene metrics (Utilization / Productivity) goals, etc.
- Support the Leadership in driving site or global initiatives.
- Perform additional tasks as assigned by and agreed with the supervisor

#### Essential Requirements:

- Advanced degree (MSc/PhD/PharmD/MD) in Life Sciences, Pharmacy, or related discipline.
- 10+ years of experience in medical/scientific content development, with 3+ years in leadership or supervisory role.
- Deep understanding of pharma/healthcare regulations, compliance (FDA), and label update processes and strong track record of managing content across global teams and omnichannel platforms.

#### Commitment to Diversity and Inclusion:

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

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](mailto: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

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  
US

Business Unit  
Universal Hierarchy Node

地点  
India

站点

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Marketing

Job Type

Full time

Employment Type

Regular

Shift Work

No

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