

Group Lead, Medical Communications

Job ID
REQ-10061922

9月 11, 2025

India

摘要

To achieve excellence in scientific communication by providing operational and compliance support while delivering high quality medical communication assets (publication and medical education) ensuring consistent and appropriate coordination with the US TA Medical Communications Leads.

About the Role

Position Summary

To achieve excellence in scientific communication by providing operational and compliance support while delivering high quality medical communication assets (publication and medical education) ensuring consistent and appropriate coordination with the US TA Medical Communications Leads.

Responsibilities include:

- Provides single point of contact between USMA Med Comms and Novartis Corporate Center (NoCC). Acts as a liaison with and helps maintain highest standards for publications, MSL tools, congress content and other medical education deliverables.
- Works proactively with scientific writers for implementing deliverables and brand-specific internal or external style guidelines, copyediting, language editing, and proofreading of scientific communication deliverables
- Ensures compliance with Novartis and Medical Communication's specifications, project management standards, and policies for assigned therapeutic areas. Ensures timely communication and follow-up with the team members to prepare team for compliance readiness.
- Complies with audit and standard operating procedure (SOP) training requirements. Works with manager - operations to conduct process audit, measure training compliance, and compliance with workload tracker.
- Develops report and presents recommendations to the leadership team to improve compliance. Conducts periodic quality checks to ensure accuracy and compliance with internal and external publication and communication standards for assigned therapeutic areas (such as Good Publication Practice, Sunshine Act).
- Assist in the development or update of departmental SOPs, working practices, or processes. Lead publication excellence projects of medium complexity and implement changes. Leads operational initiatives to enhance quality of work, reduces cycle time, and improves compliance.
- Shares observations, ideas, and feedback based on interactions with the team to bring process improvements.

Essential Requirements

- Minimum: B.Sc./equivalent or M.Sc./M.Pharm with commensurate experience.
- Preferred: Doctoral Degree in Medical Sciences; preferably in healthcare-related field.
- 5 -10 years medical affairs experience. 3-5 years medical communications experience.
- Ability to work in a highly matrixed environment with multiple stakeholders.
- Strong written and verbal communication skills.
- Working knowledge of US Healthcare landscape knowledge.
- Travel internationally/domestically as required.
- Ability and willingness to work off hours and holidays if required.

Why Novartis: Our purpose is to reimagine medicine to improve and extend people ' s lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

You ' ll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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.

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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
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.

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



Job ID
REQ-10061922

Group Lead, Medical Communications

[Apply to Job](#)

Source URL:

<https://www.novartis.com.cn/careers/career-search/job/details/req-10061922-group-lead-medical-communications>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Hyderabad-Office/Group-Lead--Medical-CommunicationsREQ-10061922>
5. <mailto:diversityandincl.india@novartis.com>
6. <https://novartis.wd3.myworkdayjobs.com/en-US/NovartisCareers/job/Hyderabad-Office/Group-Lead--Medical-CommunicationsREQ-10061922>