

Associate Director Medical Information Group Lead

Job ID
REQ-10063462

10月 01, 2025

India

摘要

This role is accountable for managing and leading a Medical Information delivery team to produce high- quality medical information documents and responses

About the Role

Associate Director Medical Information Group Lead

Location - Hyderabad #LI Hybrid

About the Role:

This role is accountable for managing and leading a Medical Information delivery team to produce high-quality medical information documents and responses

Key Responsibilities:

- Responsible for the performance of the assigned Medical Information team to deliver as designed with quality, timeliness and in a compliant manner.
- Track progress and identifies improvement opportunities and best practices. Ensure that best practices are shared across the Medical Information delivery teams.
- Co-ordinate capacity and workforce planning for assigned programs and deliverables, to ensure adequate assignment of resources to meet business needs.
- Drive functional excellence and consistency in delivery.
- Stakeholder Management - identify, engage and manage stakeholder expectations.
- Escalation point for issues and ensure effective and efficient resolutions, initiating and leading remediation plans where appropriate.
- Supports operational governance and business planning with standardization of processes, ensuring quality and compliance with all relevant internal SOPs/guidelines and external regulatory requirements.
- Responsible for recruiting and retaining talent, managing performance, and developing associates. Responsible for developing high performing teams in a constructive culture. - Ensure compliance and inspection /audit readiness.

Commitment to Diversity & Inclusion:

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

Essential Requirements:

- Advanced degree (PhD, PharmD, MD) in life science/healthcare or relevant experience.
Desirable: MBA
- >10 years of pharmaceutical industry experience in Medical Information -
- >= 3 years of people management experience -
- Proven track record in customer delivery environments and experience with the development of MI services in shared service centers .
- Deep understanding of good practices in medical enquiry management, medical information writing, and medical content review Experience with developing, implementing and maintaining processes that adhere to company, industry and HA requirements -
- Superior people management skills with demonstrated positive leadership, innovative and collaborative behaviors - Proven ability in interpersonal, communication, negotiation and diplomacy skills. Demonstrated influencing and leadership skills in an international matrixed environment.

Desirable Requirements:

- Demonstrated success in resource (budget and headcount) planning and management.
- Strong financial and business acumen

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>

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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.

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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

Development

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 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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