

Director Content Approval Hub

Job ID
REQ-10063670

10月 17, 2025

Spain

摘要

Step into a strategic leadership role as Director, Content Approval Hub at Novartis, where you will lead a dedicated, centralised hub providing review and approval of promotional and non-promotional materials in both global and local contexts. You will manage regional leaders and a team of reviewers, collaborating cross-functionally to ensure timely, high-quality, and compliant content approval. Your focus will be on optimising hub performance, driving operational excellence, and delivering exceptional service aligned with enterprise guidelines and the Content Approval governance framework.

About the Role

Responsibilities:

- Provide overall leadership and strategic oversight for the Content Approval Hub, aligning with GMA strategy and driving operational excellence.

- Define long-term goals, manage resources, and develop operational improvement roadmaps for the Hub.
- Lead the centralised provision of content approval services, ensuring efficient, timely, and high-quality reviews in compliance with governance standards.
- Remove bottlenecks in review processes and partner with leadership to address identified risks.
- Oversee and manage vendors involved in content review and approval, negotiating contracts and monitoring performance against metrics.
- Build and maintain strong partnerships with key internal stakeholders and country teams to align Hub services with organisational priorities.
- Act as the point of escalation for major content approval issues.
- Define, monitor, and evaluate performance metrics for Hub operations, leveraging data-driven insights to improve workflows and efficiency.
- Lead and inspire the Hub team, fostering a culture of collaboration, accountability, and continuous improvement.
- Drive continuous improvement and innovation by gathering stakeholder feedback, leveraging new tools and best practices, and implementing synergies within the Hub and Spoke model.

Essential Requirements

- Master 's degree in Life Sciences, Business Administration, Strategic Management, or related field; Content Approval Certifications are a plus.
- 8+ years ' professional experience in strategic roles, with proven success in large-scale initiatives in complex, matrixed organisations.
- 6+ years ' experience in the pharmaceutical industry, with deep understanding of commercial, medical, compliance, content management, and production operations.
- Experience leading cross-functional teams and managing global or regional projects with multiple stakeholders.
- Strong knowledge of Novartis policies, compliance, regulatory, and legal requirements for content development and review.
- 6+ years of leadership and people management experience.
- Excellent analytical, reasoning, problem-solving, organisational, and multi-tasking skills.
- Ability to quickly grasp business needs and collaborate successfully with stakeholders.
- Excellent English language skills, both written and spoken.

Desirable Requirements

- Driver of change and innovation, with strong policy, process, and project management skills.
- Demonstrated sensitivity and knowledge of cultural differences, with experience in multi-country, multi-cultural environments and global collaborations.

Location: Barcelona, Spain / Dublin, Ireland #LI-Hybrid

Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

Commitment to Diversity & Inclusion:

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

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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部門
Development

Business Unit
Innovative Medicines

地点
Spain

站点
Barcelona Gran V í a

Company / Legal Entity
ES06 (FCRS = ES006) Novartis Farmac é utica, S.A.

Alternative Location 1

Dublin (NOCC), Ireland

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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