

Senior Manager Content Approval Coordination

Job ID
REQ-10063679

10月 17, 2025

Spain

摘要

Join Novartis as Senior Manager, Content Approval Coordination and play a pivotal role in supporting the end-to-end execution of content approval for both non-promotional and promotional materials within Global Medical Affairs. You will ensure submissions meet compliance standards, timelines, and quality expectations by coordinating with therapeutic area teams, medical leads, and MLR stakeholders. Your expertise will drive process oversight, adherence to SOPs, congress and launch readiness, and timely material review and release, while promoting operational excellence and consistent execution across the content governance framework.

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

About the Role

Responsibilities:

- Lead submission readiness reviews in the content review process, monitoring project status to ensure schedules and deadlines are met.
- Manage and facilitate the full content approval process for both non-promotional and promotional materials.
- Coordinate with internal and external stakeholders to plan and route materials for timely compliance review.
- Provide guidance to project owners and vendors/agencies on submission requirements.
- Facilitate review meetings, monitor system tasks, follow up, and maintain system delegations.
- Conduct readiness checks, ensuring materials are submission-ready and appropriately documented.
- Ensure final approved materials are correctly archived and documented.
- Communicate and manage team expectations regarding status, volume, and prioritisation.
- Act as MLR Facilitator and Superuser in the FUSE system, empowering process solutions and troubleshooting.
- Develop and deliver ongoing content review process improvements, training, and open office hours for stakeholders.

Essential for the role:

- Medical or science-related degree, MBA, or other business-related qualification; Content Approval Certifications are a plus.
- Over 6 years' professional experience in the pharmaceutical industry.
- Experience reviewing or approving business (promotional and non-promotional) material.
- In-depth understanding of pharmaceutical company operations, including marketing, medical, value and access, commercial, compliance, digital/social media, content management, and production.
- Strong knowledge of compliance and regulatory requirements in the pharmaceutical industry and Novartis internal policies.
- Experience managing external service partners.
- Excellent interpersonal skills and ability to develop trusting relationships with stakeholders.
- Excellent English language skills, both written and spoken.

Desirable for the role:

- Strong analytical, reasoning, problem-solving, organisational, and multi-tasking skills.
- Demonstrated sensitivity and knowledge of cultural differences, with experience in multi-country, multi-cultural environments and global collaborations.

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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部门
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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