

Senior Manager EEE Standards, Process & Training

Job ID
REQ-10063687

10月 17, 2025

Ireland

摘要

Join Novartis as Senior Manager, EEE Standards, Process & Training and play a key role in developing, implementing, and maintaining global standards, processes, and training programmes for External Expert Engagement (EEE). You will ensure process clarity, stakeholder readiness, and compliance with global policies by translating requirements into clear, user-friendly guidance and scalable training assets. Working across functions, you will foster a culture of operational excellence, consistency, and continuous learning within Global and International Medical Affairs.

About the Role

Responsibilities:

- Assist in drafting, updating, and maintaining global SOPs, guidelines, and RACI models for external expert engagement processes.
- Monitor and document changes to internal policies or external regulatory requirements,

supporting updates to standards as needed.

- Partner with Legal, ERC, and Governance teams to ensure clear and accurate translation of compliance requirements into operational guidance.
- Support audit preparations by ensuring documentation completeness and process traceability.
- Contribute to the design and coordination of training programmes (e.g., onboarding, refresher, system use) across GMA/IMA.
- Develop supporting materials such as e-learning content, toolkits, job aids, and FAQs.
- Maintain training repositories and knowledge platforms to ensure accessibility and version control.
- Track training completion rates and gather feedback for continuous improvement.
- Collaborate with operations and systems teams to ensure training and process documentation aligns with current execution practices.
- Support the rollout of new standards, systems, or process updates through change management and training coordination.

Essential for the role:

- Master 's degree in Life Sciences, Business, Legal, or a related discipline.
- Minimum of 5 years ' experience in Health Care compliance in a multinational company.
- Excellent organisational and project management skills.
- Experience supporting process documentation, SOP maintenance, or training material development.
- Familiarity with external expert engagement policies and enterprise systems (e.g., HIP/ENGAGE, BeSure) is an advantage.
- Exposure to global or matrixed environments preferred.
- Excellent writing, documentation, and process mapping abilities.
- Excellent English language skills, both written and spoken.

Desirable for the role:

- Strong collaboration and communication skills, with the ability to work cross-functionally and manage multiple deliverables.
- Attention to detail and a commitment to quality and compliance.

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.

Location: Dublin, Ireland / Barcelona, Spain / London, UK

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

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
Ireland

站点
Dublin (NOCC)

Company / Legal Entity
IE02 (FCRS = IE002) Novartis Ireland Ltd

Alternative Location 1
Barcelona Gran Vía, Spain

Alternative Location 2
London (The Westworks), United Kingdom

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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