

Publications and Content Manager

Job ID
REQ-10063747

10月 14, 2025

Ireland

摘要

The Publications & Content Manager is accountable for high-quality execution and management of therapeutic area aligned publication plans and content programs. Compelling and compliant scientific content, strategized in partnership with Portfolio Scientific Communications has the potential to enable industry-leading launch excellence and change the course of clinical adoption.

The remit of responsibilities centers on globally applicable content elements aligned to the Scientific Communications Platform (SCP), which must be delivered in adherence with internal and external guidelines as well as regulatory compliance (e.g., Global Publication Practice). This role plays an active role in managing and coordinating cross-functional and enterprise stakeholders to heighten the certainty of timely and high-quality deliverables.

About the Role

This role can be based in either Novartis, Dublin #LI-Hybrid or UK (home worker)

Critical to success will be exceptional project management expertise and an ability to influence outcomes within a highly matrixed environment. This role will be accountable for taking advantage of innovative approaches and digital technologies for efficient and compliant content development. Successful execution will be measured by faultless, on-time delivery and continuous, innovative improvement and rapid adoption of new technologies and practices (e.g., AI-enabled).

Responsibilities:

- Accountable for high-quality scientific communication plan management and right-first-time execution of therapeutic area aligned publication plans and content programs throughout the portfolio asset lifecycle
- Operate as project management point of contact for assigned content programs and publication plans
- Collaborate with enterprise stakeholders, internal peers, and cross-functional teams to understand needs, manage and deliver publications and content development plans
- Partner with AD/Director Scientific Communications, Scientific Writers, and agency partners to track the delivery of tactics in line with publication and content development plans
- Actively identify improvement opportunities, drive operational excellence, track progress, outcomes and best practices for continuous improvement of delivery
- Adopt proven, innovative solutions at scale to drive efficiency and improvement to end-state deliverables in line with organization and customer needs
- Proactive/forward planning of activities aligned to deliverables to ensure timely execution; drive project plans, timelines, and budgets to ensure successful project execution
- Utilizing appropriate tools, track progress, manage risks, and ensure business needs are met
- Preparation of project and meeting materials, ensuring accurate documentation/tool update (e.g., DataVision, TOV) and follow-up on action items
- Actively identify and manage/mitigate risks related to project expectations on quality and timelines to achieve successful outcomes
- Ensure quality and compliance with all relevant internal SOPs/guidelines and external regulatory requirements. Build quality systems, training and tracking to ensure all regulatory and internal requirements are fully met and adhered to.
- Partner with AD Publication Excellence to support with compliance and metrics reporting activities at an enterprise level (e.g., Transfers of Value), as needed
- Provide operational support for publication management tools (e.g., iEnvision), managing user queries, regular GFR updates, and enabling effective publication planning and tracking across countries, as needed

Requirements:

Minimum: University degree level/Graduate degree, preferably in science. Additional relevant postgraduate degree desirable

Fluent English (oral and written)

2+ years of pharmaceutical industry or Medical communications agency experience or post-university experience desirable

Advanced project management skills

Strong financial and business acumen

Experience in Medical Affairs/Medical Services leadership delivery roles or providing services to large pharmaceutical organization desirable

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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

London (The Westworks), United Kingdom

Functional Area

Research & Development

Job Type

Full time

Employment Type
Regular

Shift Work
No

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