

Senior Process Governance & Training Excellence Manager

Job ID
REQ-10064423

10月 28, 2025

India

摘要

Develop, and implement effective procedural updates and training strategies in line with the Patient Safety and Pharmacovigilance (PS&PV) needs and regulatory expectations. Oversee Process Governance and Training Excellence (PG&TE) processes and identify areas of improvement and streamlining. Work with leaders and process owners across PS&PV to identify change management needs as it relates to process changes.

About the Role

Major accountabilities:

- Implement the PG&TE operational strategy and standards across PS&PV.
- Act as a subject matter expert (SME) for change management and support Lead SMEs / Process Owners in the development of procedural document & training strategies for process change proposals.

- Deputize for Process Management Committee (PMC) Chair and Procedural Training and Governance Board (PTGB) representative as needed.
- Drive continual simplification and improvements for efficiency in the Training and Procedural Governance Processes.
- Lead integration workstreams during mergers, spin-off and acquisitions as the PG&TE representative.
- Work with Process Owners and SMEs to develop, implement, document and ensure appropriate applicabilities of individual strategies for the respective process updates.
- Establish and maintain functional training infrastructure within the Learning Management System, and all required processes to allow optimized training of all PS&PV associates.
- Act as a subject matter expert on process governance, change management, and training during audits and inspections (e.g. FDA and EMA), lead the preparation of responses to findings and the development and implementation of corrective and preventative actions.
- Maintain training compliance oversight, including presentation to relevant oversight boards.
- Collaborate with QMS system owners to ensure effective management of procedural and functional trainings within the systems impacting PG&TE.

As a PG&TE process owner:

- Own the content and lead the updates for the Adverse Event corporate training
- Ensure alignment of all PG&TE processes within both corporate and GDD standards
- Actively surveil and analyze emerging regulations, perform impact assessments and drive process changes required to ensure timely implementation and ongoing compliance of owned process to global regulatory requirements.
- Lead the development and maintenance of PG&TE procedural documents including all required functional trainings and ownership of relevant PSMF sections and annex

Key performance indicators:

- Implementation of strategies which result in a measurable increase in the efficiency of the process by which change is managed
- Implementation of strategies which result in a measurable increase in the quality of procedural documents and the time required to achieve roll out.
- Processes and procedural documents that are compliant with worldwide regulatory requirements and Novartis policies

Minimum Requirements:

Work Experience:

- Minimum 7 years of experience in the pharmaceutical industry, particularly pharmacovigilance
- Leadership and (matrix) management experience.
- Ability to lead and deliver cross-functional initiatives in a matrix environment.
- Strong organizational and project management skills.
- Strong negotiation and communication skills and ability to operate effectively in an international, matrix environment
- Ability to lead global and cross-functional work groups; deal and interact with a wide variety of people at all levels.
- Excellent document writing skills.
- Experience of working with and supporting a team; ability to coach and mentor.
- Critical Negotiations.

- People Challenges.
- Operations Management and Execution.
- Collaborating across boundaries.
- People Leadership.

Skills:

- Clinical Trial.
- Databases.
- Employee Training.
- Process Governance.
- Governance boards.
- Pharmacovigilance.
- Project Management.
- Reporting.
- Safety Science.
- Team Management.

Languages :

- English.

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Business Unit

Universal Hierarchy Node

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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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