

Associate Director, Regulatory Translations

Job ID
REQ-10064787

10月 23, 2025

United Kingdom

摘要

#LI-Hybrid (12 days per month on-site)
Location: London (The Westworks), United Kingdom
Internal Title: Team Lead, Regulatory Translation Solutions

We are seeking a strategic and experienced Regulatory Affairs professional to oversee the provision of timely, high-quality regulatory translations essential for product registration, maintenance, and launches worldwide.

About the Role

Major Accountabilities

- Provides strategic guidance to a team composed of direct reports and vendors, in alignment with regulatory strategies.

- Ensures the selection of qualified talent (team members and vendors) to meet regulatory translation demands.
- Ensures compliance excellence in collaboration with Process, Training and Compliance Team.
- Implements state-of-the-art technologies to accelerate high-quality translations and facilitate submissions as necessary.
- Updates vendors' or service providers' Statements of Work (SoWs) and supervises the team budget as required.
- Has global financial competence over team activities.
- Responsible for “Regulatory Translation Solution” group working practices, business guidance, scope-of-services, vendors' guidance, maintenance of terminological termbases, and the provision of relevant trainings to COs regarding Regulatory Translation Solutions group processes as necessary.
- Serves as the Subject Matter Expert (SME) for working practices and/or GOPs involving regulatory translations.
- Maintains clear and regular communication channels with key stakeholders.
- Represents the “Regulatory Translation Solutions group” in leadership meetings as required.

Essential Requirements

- Proven Leadership skills- member of leadership team, accountable for budget etc.
- Excellent verbal and written communication skills.
- Proven People Management skills preferred include recruiting, retaining and team development.
- Experience in vendor management (customer oriented).
- Forward thinker with the ability to embrace new technologies as necessary.
- Strong compliance mindset.

Desirable Requirements

- Working knowledge of Regulatory Affairs.

Commitment to Diversity & Inclusion

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

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部门

Development

Business Unit

Universal Hierarchy Node

地点

United Kingdom

站点

London (The Westworks)

Company / Legal Entity

GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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