

Team Lead, Content

Job ID
REQ-10066974

11月 24, 2025

India

摘要

Team Lead-Content will be responsible for managing the functional and operational aspects of the content team. This role ensures timely delivery of high-quality, compliant, and scientifically accurate content across multiple therapy areas, brands, and channels. Team Lead-Content oversees daily operations, project allocation and workload distribution to optimize resource allocation, and drive efficient execution. Additionally, Team Lead-Content plans and execute multiple projects, tracks project progress, identifies and document risk and issues and shares the updates with stakeholders to ensure timely delivery of promotional materials. Team Lead-Content also maintains visibility and tracking of current and upcoming projects

About the Role

Location - Hyderabad #LI Hybrid

Key Responsibilities:

- Support, plan, execute and manage assigned projects (such as Label update, Creative derivatives / Refresh (Business-As-Usual or BAU), etc.) in collaboration with all stakeholders and cross functional teams.
- Accountable to deliver the assigned marketing materials with accuracy, clarity, and consistency and in alignment with MLR, other regulatory and company policy.
- Evaluate / plan the resource requirements, timeline, and other logistics for the assigned projects. Assign tasks & coordinating with all involved teams for project execution.
- Oversee and guide the team to ensure efficient and effective project execution. Foster a collaborative and positive work environment, while providing mentorship and support to team members.
- Track team performance and productivity. Conduct regular performance reviews and provide constructive feedback. Prepare and present reports on team progress and project outcomes to senior management.
- Develop and implement standardized workflows, templates, and review mechanisms and manage dependencies with creative, digital and quality teams.
- Identify process gaps, drive continuous improvement, and reduce cycle times
- Act as a liaison for content development queries, escalations, and interdependencies.
- Track and report on content pipeline, productivity metrics, and quality KPIs.
- Provide updates on capacity planning, risks, and mitigation measures.
- Implement content quality control measures, including peer reviews and source file audits.
- Drive best practices in reusing, modularizing, and repurposing content across omnichannel platforms
- Deliver projects as per Novartis Brand standards, maintaining compliance | quality | production efficiency KPIs, hygiene metrics (Utilization / Productivity) goals, etc.
- Support the Leadership in driving site or global initiatives.
- Perform additional tasks as assigned by and agreed with the supervisor

Essential Requirements:

- Advanced degree (MSc/PhD/PharmD/MD) in Life Sciences, Pharmacy, or related discipline.
- 10+ years of experience in medical/scientific content development, with 3+ years in leadership or supervisory role.
- Deep understanding of pharma/healthcare regulations, compliance (FDA), and label update processes and strong track record of managing content across global teams and omnichannel platforms.

Commitment to Diversity and Inclusion:

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

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please

send an e-mail to diversityandincl.india@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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
US

Business Unit
Marketing

地点
India

站点
Hyderabad (Office)

Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area
Marketing

Job Type
Full time

Employment Type
Regular

Shift Work
No

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