Associate Director, Content Review Process

Job ID
REQ-10007714
Jul 12, 2024
Spain

Summary

This role can be based in Barcelona, Spain or London, United Kingdom. Hybrid working model for both locations (12 days per month in the office) #LI Hybrid The Global Content Review Process Associate Director (AD) will manage an external partner(s) who will perform a centralized content approval service, provide managerial directions, as well as ensure that an established review and approval process is followed on global and country level adhering to regulatory and legal requirement as well as internal policies. This role will oversee the medical approval process for promotional and educational materials in a global and local context. Collaboration with cross-functional teams to ensure timely approval of global content is key. The Content Review Process Associate Director plays a critical role in ensuring that promotional and educational activities and materials are approved in a timely and compliant manner while maintaining the highest standards of quality and safety. The AD will also be responsible for the Content Review Process ongoing monitoring and further refinement / improvement.

About the Role

Major accountabilities:

- Manage dedicated external partner for content approval, ensure adequate staffing for content approval team and ongoing performance management.
- Manage content standards - including updates of relevant guideline and processes to ensure consistency and quality of reviews. Coordinate implementation, change management, communication and business training plans across functions and geographies
- Business partnership - by proactively solving bottlenecks and inefficiencies as it relates to content approval, while ensuring compliance of materials with global regulations and company policies.
- Be single point of contact and subject matter expert for content approval teams and provide guidance & support to the other departments on medical topics related to product promotion and marketing (e.g. medical, marketing, regulatory affairs, and clinical development).
- Manage training needs – including training programs for content creators, medical and commercial reviewers .

- Act as a System Expert and Medical Affairs Superuser

Key performance indicators:

- Number of materials challenged / incompliant - per month.
- Business partnership satisfaction - quarterly surveys.
- Review and Approval timelines – per asset types / monthly.

Minimum Requirements
Education & Experience:

- Medical or science-related degree, MBA, or other business-related qualification. Content Approval Certifications are an advantage.
- Preferred 5-6 years professional experience in pharma industry.
- In depth understanding of the operations of a pharmaceutical company including marketing, medical, value and access, commercial, compliance, digital/social media, content management and production.
- Strong knowledge of compliance / regulatory requirements in the pharmaceutical industry and Novartis internal policies
- Experience with reviewing or approving business material
- Experience managing an external service partner.

Skills:

- Excellent interpersonal skills and ability to develop trusting relationships with stakeholders
- Excellent analytical/reasoning, problem solving, organizational and multi-tasking skills
- Strong policy, process, and project management skills
- Knowledge expert of Novartis compliance policies, procedures and how they apply to associates' roles and responsibilities.
- Ability to work seamlessly with all levels of personnel
- Demonstrated sensitivity and knowledge of cultural differences with experience in multi-country, multi-cultural environments and demonstrated success with global collaborations
- Proactively and creatively problem-solves, makes effective and timely decisions while skillfully negotiating to resolve conflicts across functions and between stakeholders
- For internal candidates: Strong Novartis internal network, preferably on a global and local level

Languages:

- Fluent English (spoken and written)
- Additional languages will be an advantage

Closing date for applications: 26 July 2024

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

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: https://talentnetwork.novartis.com/network

Division
International
Business Unit
Innovative Medicines
Location
Spain
Site
Barcelona Gran Vía

Company / Legal Entity
ES06 (FCRS = ES006) Novartis Farmacéutica, S.A.
Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
Shift Work
No
Apply to Job

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

iframe{ width: 100%; margin-top: 3rem; } @media screen and (max-width: 767px){ iframe{ height: 30vh !important; } } @media screen and (min-width: 768px){ iframe{ height: 34vh !important; } }
Job ID
REQ-10007714

Associate Director, Content Review Process

Apply to Job

Source URL: *https://www.adacap.com/careers/career-search/job/details/req-10007714-associate-director-content-review-process*

List of links present in page

1. https://www.novartis.com/about/strategy/people-and-culture
2. https://talentnetwork.novartis.com/network
3. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Barcelona-Gran-Va/Associate-Director--Content-Review-Process_REQ-10007714-1
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Barcelona-Gran-Va/Associate-Director--Content-Review-Process_REQ-10007714-1