

Manager, R&D Communications and Engagement

Job ID
REQ-10011368
Jul 19, 2024
USA

Summary

Location: Cambridge, MA (Hybrid) #LI-Hybrid About the role: As Manager, R&D Communications and Engagement at Novartis you will play a critical role in a wide range of communications strategies related to our R&D efforts. You will work across the R&D Communications team and support areas such content creation, social and traditional media, internal communications, channel management and pipeline communications.

About the Role

Your Key Responsibilities:

- Assist in the development and execution of strategies to showcase Novartis R&D efforts and achievements.
- Collaborate across the R&D Communications team and contribute to work in areas of content creation, social and traditional media, internal communications, channel management, pipeline communications and issues management.
- Develop a wide range of content to support R&D activities including speaking points, presentations, creative content, narratives, Q&A documents, etc.
- Bolster our internal and external channels via effective analytics, audience insights, and production of creative elements and content.
- Assist in building a strong understanding of key audiences and stakeholders to ensure communication strategies are relevant and impactful.
- Support R&D communications initiatives globally and team activities and organization including tracking progress against OGSM framework, managing engagement /editorial calendar, developing team meeting agendas and learning initiatives, and document/materials management.
- Prepare key leaders and associates for engagement in communications activities and support them in becoming R&D ambassadors.
- Explore and encourage adoption of new platforms, systems, and tools for crafting content nimbly and more effectively reaching our audiences.
- Drive innovative ways to communications efforts by closely tracking best and emerging practices within and beyond our industry.
- Exemplify a predictive approach seeking multidirectional insights to understand our environments and stakeholders, and embrace iterative, measurable experimentation and action.
- Effectively track and measure programs and initiatives to inform decision-making and ensure impact and progress against our goals.

Role Requirements

- Bachelor's degree required; subject area in communications, Public Relations, Journalism, or related field

preferred.

- 5+ years in communications role with a focus on R&D, social media/channel management, content production, media relations, internal communications, or related fields.
- Demonstrated ability to contribute to the development and implementation of successful communication strategies.
- Strong understanding of our industry and specifically R&D.
- Excellent analytical skills with the ability to interpret data and insights to drive decision-making.
- Exceptional communication, and stakeholder management abilities
- Scientific understanding or curiosity
- Strong editing and proofreading skills with keen attention to detail
- Excellent organizational and planning skills
- Superior project management and time management skills
- Creative storytelling and content development
- Data fluent with deep experience in audience insights, analytics and channel strategy
- Strong knowledge and understanding of current trends in digital media/social media
- Excellent written and verbal communication skills
- Excellent people and collaboration skills
- Business and organizational awareness, enterprise perspective.
- Ability to navigate complexity, thrive in a fast-paced, dynamic environment and get results under tight deadlines.

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

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.

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$102,400.00 and \$153,600.00 / year; *however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities.* The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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>

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to building diverse teams, representative of the patients and communities we serve, and we strive to create an inclusive workplace that cultivates bold innovation through collaboration and empowers our people to unleash their full potential.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

Corporate Affairs

Business Unit

CTS

Location

USA

Site

Cambridge (USA)

Company / Legal Entity

U061 (FCRS = US002) Novartis Services, Inc.

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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