

Senior Scientific Engagement & Program Manager

Job ID
REQ-10035996
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Irlanda

Resumen

Working closely with the Group and Team Leads, this role acts as a partner for colleagues for an assigned projects/programs/brand and/or TA. This role leads the development, execution, and management of assigned scientific engagements, ensuring alignment with the colleagues' objectives.

About the Role

Location

This role is either based in Dublin (Hybrid office/home) OR UK (Homebased)

Major accountabilities:

- Main POC for client of assigned programs/projects/brand/TA/Publication Plan
- Responsible for leading the end-to-end delivery of the designated deliverables within assigned brand and/or TA from briefing through to completion including but not limited to symposia, advisory boards, Ingergrated Evidence Plans, congresses and standalone medical education events
- Working in collaboration with the Group and Team Leads, acts as stakeholder relationship manager for assigned TA and/or brand
- Leads colleague meetings, as appropriate
- Communicates clearly and frequently
- Provides proactive recommendations on scientific engagements in clear, succinct, compelling manner
- Ensures timely, accurate documentation and correspondence
- Responsible for keeping Group and Team Leads briefed on assigned activities
- Successfully serves as point of authority and/or source of advice for assigned colleague(s)
- Actively recommends MKS capabilities for innovative medical communication solutions to colleague requests
- Evaluates individual projects against brief
- Maintains accurate and current files/reports
- Responsible for reconciling projects at regular intervals
- Keeps accurate record of time spent on billable work via timesheets and recoverability targets
- Working with the Scientific Engagement and Program Manager(s)/Specialists, provides Group Leads with accurate revenue and forecasting of assigned activities
- Identifies opportunities for new projects/additional revenue streams within assigned TA and/or brand
- Ensure tracking and evaluation of standard metrics
- Assists with budgets planning and forecasting for assigned brand within a franchise/TA or group of aligned TAs
- Maintains accurate and current files/reports

- Accurate reconciliation of projects at designated milestones
- Responsible for reconciling projects at regular intervals
- Keeps accurate record of time spent on client work via timesheets and recoverability targets
- Leads a deliverable-assigned, brand/TA-specific, MKS project team and manages external vendors (when required) for designated scientific engagements and medical communication deliverables including publications
- Sets clear direction and priorities; mentors and coaches staff for improved performance
- Promote Best Practice Sharing and Innovation across MKS teams.
- Supports the delivery of new approaches for Medical Communication deliverables - e.g. virtual and on-line
- Responsible for adherence to associated compliance related activities and approvals (with internal client taking accountability for compliance).
- Conveys credibility and maintains positive, professional image both internally and externally
- Demonstrates ability and willingness to assume a leadership/mentor role within the team

Key performance indicators:

- 100% compliance with legal regulations, Industry Codes and Compliance Standards and internal rules / SOPs.
- Achieving a high Feedback scores vs targets
- Unsolicited qualitative feedback from external customers for assigned Medical Communication deliverables (e.g. Ad-board, Satellite Symposia, Publication Plan Management).
- Compliance with defined KPI targets quality and timelines.

Minimum Requirements:

Work Experience:

- Minimum: University degree level / Graduate degree, ideally in science. Additional further education desirable
- 2 to 5 years' experience of working with Medical Communications for either an agency or from within the pharmaceutical industry
- Track record in leading the delivery of scientific engagements including but not limited to symposia, advisory boards, Ingergrated Evidence Plans, congresses and standalone medical education events
- High level of experience in digital solutions and innovation
- Significant openness to piloting new ideas
- Experience in cross cultural work environment.

Skills:

- Ability to co-lead project teams of moderate complexity; strong teamwork and collaboration skills
- Action oriented – Excellent organization skills, ensuring delivery to target and expectations.
- Business acumen – Understands business strategy and polices and can relate assigned activities to it.
- Comfort around higher management – Covering Internal and external colleagues/customers.
- Quality focus – Cares about project, colleague and external customer needs and expectations, dealing with them in a timely fashion.
- Directing others – Ensuring a consistent stream of communication to ensure maximum efficiency.
- Developing project team - Experience in the project-level management and mentorship of other staff (e.g. Project Specialists, Scientific Writers, etc.) required.
- Facilitation skills – Ability to effectively manage meetings to successful outcomes.
- Functional / technical skills.

- Extensive knowledge of pharmaceutical/healthcare industry. Ability to build deep knowledge of at least one therapy area.
- Interpersonal savvy – Strong at managing relationships at all levels. Can handle difficult situations and is diplomatic.
- Presentation skills – Strong oral communication and interpersonal skills.
- Written communications – Excellent written skills, including experience delivering scientific content.

Languages :

- Fluent English (oral and written), plus one other language would be desirable.

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División

Operations

Business Unit

CTS

Ubicación

Irlanda

Sitio

Dublin (NOCC)

Company / Legal Entity

IE02 (FCRS = IE002) Novartis Ireland Ltd

Alternative Location 1

London (The Westworks), Reino Unido

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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