

Team leader - Medical Communications

Job ID

REQ-10051042

Jun 03, 2025

India

Summary

Responsible for the end-to-end delivery of med comms projects ensuring high quality and timely execution of deliverables.

About the Role

Location – Hyderabad #LI Hybrid

Major Accountabilities:

- Manage the med comms project delivery for a given brand(s), ensuring the Content Development - US Medical Affairs team deliver the agreed scope of work on time, with quality and within budget through close collaboration with colleagues
- Directly manage key activities as well as overseeing quality control, issue resolution, workflow processes and colleague engagement. Lead, coach and manage associates in the team, Champion people engagement & culture development
- Manage project priorities, tracking milestones, allocate resources based on project requirements, monitor workload distribution and resource planning to ensure adequate assignment of resource to projects. Develop and implement appropriate management control systems to ensure quality deliverables and adherence to process compliance
- Manage communication with stakeholders through regular updates, feedback, addressing issues and sharing best practice to ensure business needs are met. Identify and implement process improvements to enhance team productivity and efficiency
- Support innovation, operational excellence through continuous development programs supporting Group Lead. Be accountable for deliverables delivered by the assigned team, including compliance, adherence to process and brief, customer experience, end-to-end quality of deliverables, collaborations with other Groups.
- Monitor and report established KPIs and takes proactive action to continuously strive for improvements. Recruit talent, manage performance (set objectives, review performance and plan compensation) and develop associates (development/training plans, Organizational Talent Review, coaching or mentoring, as appropriate). Set direction, align and motivate team members to achieve set goals and objectives
- Ensure compliance and inspection/audit readiness. Ensure all associates in the team are adequately trained and comply with industry best practice and internal guidelines/SOPs.

Minimum Requirements:

- M.Sc./ M.Pharm, ideally in scientific disciplines
- Desired: Doctoral Degree or Qualification in Medical Sciences (MBBS/MD/equivalent), MBA

- 3-6years in the Medical Communications business either in the Pharma Industry or Medical Communications agencies
- 2-4years experience in team management/leadership roles
- Good understanding of work processes for medical communications

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Division

Operations

Business Unit

Universal Hierarchy Node

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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