

Associate Director- Scientific Writing

Job ID

REQ-10056345

Jul 03, 2025

India

Summary

To manage and lead a Scientific Communications Therapeutic Area team/squad to produce high quality scientific documents/deliverables, by providing functional and operational leadership and implementing management control of the assigned team/squad.

About the Role

Location – Hyderabad #LI Hybrid

Major Responsibilities:

- Leads a medical writing team/squad for an assigned brand or for a specific TA. Ensures production of scientific deliverables/ documents which adhere to highest quality, timeliness and efficiency standards.
- Accountable for the accuracy of the scientific content of the deliverables produced by the group/team (data accuracy and scientific messages). Accountable for the adherence to processes/ guidelines / SOPs and ensure inspection / audit readiness of all relevant documents for her/his assigned group/team
- Monitors and tracks KPIs for the team/squad. Proactively takes measures to improve KPIs in agreement with Function head and QC manager. Identifies and resolves operational issues. Recommends potential solutions and manages number of escalations.
- Ensures exemplary communication with customers in USMA. Manages customer expectations efficiently. Owns and ensures deployment and completion of initiatives and programs developed towards creating scientific and functional excellence
- Acts as consultant on medical communications or assigned service for her/his Function Head and to other functions/ teams. In partnership with USMA Med Comms, 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).
- Manages performance of his/her individual team members including performance reviews aligned with Novartis policies.

Minimum Requirements:

- 5 + years' experience in Medical Communications with proven people leadership
- Experience in a wide array of Medical Communications activities, including, but not limited to, publications, slide decks, symposia, standalones, advisory board meetings, etc.

- Track record in developing Medical Communications plans

Education:

- Minimum: Healthcare professional degree or degree in a healthcare-related field.
- Desirable: Advanced degree (PhD, PharmD, MD) in life science/healthcare. Demonstrated ability to establish effective working relationship in a matrix and multicultural environment.

Why Novartis: Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <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.

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>.

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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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>

Division

Finance

Business Unit

CTS

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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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.

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