

Senior Manager, President Communications

Job ID
REQ-10009737
Aug 25, 2024
Singapore

Summary

This role supports the corporate affairs strategy and positioning for Novartis International, our commercial unit spanning Europe, Asia, Africa, Australasia, Canada and Latin America, which, in 2023, delivered medicines to more than 200 million patients.

The International President Communications team is responsible for honing and extending the influence of the President, the International Leadership Team and International's strategic headquarter functions with our most critical stakeholders—inside and outside the company—to build favorable conditions for the success of our business. We apply an integrated and mid-to-long-term strategic lens to set and execute a corporate affairs agenda spanning communications, public affairs and patient advocacy.

This role will help build and deliver on the President of International's corporate affairs strategy, across voice, content and channels.

About the Role

Major accountabilities:

- Support execution of an **integrated, end-to-end and influential corporate affairs strategy for the President, International** with an objective to build influence and help drive business impact.
- Help deliver core elements of the strategy to a high standard, including International's employee engagement plan, social media, policy and therapeutic area communications, patient advocacy, media relations, thought leadership and more.
- Strategically field, track and manage requests and maintain an editorial calendar for the President's corporate affairs activities and drive day-to-day planning needs.
- Support and coordinate content generation, with significant written and creative outputs, for the President, International, including social media content, written messages, visual content, briefing materials, speeches etc., ensuring consistency and quality of positioning and brand throughout.
- Manage the President's LinkedIn profile towards clear outcomes, and potentially other channels, tbc.
- Develops insights and measurement frameworks to guide strategy and monitor and predict performance, aligned to, and in support of, OGSM frameworks.
- Collaborate fluidly and effectively with internal partners and stakeholders across corporate affairs, especially CEO Corporate Affairs, Office of the President and ILT, and with the International Regions,

markets/countries communications teams, to guide best practice with insights and learnings and deliver integrated and impactful plans and outcomes.

- Contribute to strategic planning, stay abreast of key business outcomes, the environmental, policy and advocacy issues impacting the company's ability to operate in International markets, and of broader media relations strategy and implementation.
- Support relationships external stakeholders such as media, patient groups, political offices, etc. and ensure consistency of Novartis brand and market position in all communications.

Minimum Requirements:

- - 10+ years diversified communications, patient advocacy or public affairs experience.
 - Understanding of diverse stakeholder perspectives and policy landscapes
 - Ability to influence at a senior level and navigate complexity.
 - Management of agency partners and budget management
 - Product PR communications, social media strategy and implementation
 - Crisis and issues management
 - Ability to prioritize & maximize resources.
 - Excellent people & communication skills,
 - Business and organizational awareness, enterprise perspective.
 - Excellent written and verbal communication skills
 - Language: English

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>

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

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?

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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

Corporate Affairs

Business Unit

CTS

Location

Singapore

Site

Mapletree Business City (MBC)

Company / Legal Entity

SG90 (FCRS = SG015) Novartis Asia Pacific Pharmaceuticals Pte. Ltd

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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