

Medical Operations Associate (Governance)

Job ID
REQ-10027687
Nov 05, 2024
United Kingdom

Summary

To support the delivery of cross-border engagements, grants and donations, vendor qualification and management, and other medical governance activities to high operational standards

About the Role

Location:

This is a London head office based role with hybrid working meaning 12 days per month in the office.

Novartis are not able to offer visa support or relocation for this role. Candidates need to have the right to work in the UK permanently before applying.

#LI-Hybrid

Major accountabilities:

- Operational support for cross-border engagements, grants and donations and vendor qualification and management using relevant systems e.g. GEMs
- Ensures high operational standards and record-keeping within defined processes
- Understands and applies processes, procedures, policies and guidelines
- Co-ordinates internal input to designated processes as required
- Responsible for managing budget and finances in supported processes
- Manages communications with HCPs and 3rd parties such as vendors to a high standard
- Coordinates local medical affairs council (LMAC) and Grants and Donations Oversight Committee (GDOC)
- Empowered to be innovative and drive high quality operational delivery across medical affairs activities
- Assists the team in updating procedures and identifying and raising system improvements that would support delivery

Requirements:

- Experience of working in an operational or administrative role in the pharmaceutical industry
- Able to work independently, prioritise and manage own time
- Knowledge of the UK health care system and experience managing agreements with 3rd parties preferred
- Good interpersonal skills and demonstrated team working
- Experience of identifying ways to optimise processes and reduce risk or improve efficiency

- Understand the different perspectives of multiple stakeholders whilst being comfortable to challenge where appropriate
- Maintain clear and coherent communication, both verbal and written, to understand data needs and report results

Commitment to Diversity & Inclusion: :

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

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:

Competitive salary, Sales incentive bonus, Pension scheme, Share purchase scheme, Health insurance, 25 days annual leave, Flexible working arrangements, subsidized dining facilities, Employee recognition scheme, learning and development opportunities.

Join our Novartis Network:

If this role is not suitable to your experience or career goals but you wish to stay connected to learn 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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<https://talentnetwork.novartis.com/network>

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

International

Business Unit

Innovative Medicines

Location

United Kingdom

Site

London (The Westworks)

Company / Legal Entity

GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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