

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

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <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

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

[Apply to Job](#)

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.

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

Job ID

REQ-10051042

Team leader - Medical Communications

[Apply to Job](#)

Source URL: <https://prod1.id.novartis.com/id-en/careers/career-search/job/details/req-10051042-team-leader-medical-communications>

List of links present in page

1. <https://www.novartis.com/about/strategy/people-and-culture>
2. <https://talentnetwork.novartis.com/network>
3. <https://www.novartis.com/careers/benefits-rewards>
4. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Team-leader---Medical-Communications_REQ-10051042
5. <mailto:diversityandincl.india@novartis.com>
6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Hyderabad-Office/Team-leader---Medical-Communications_REQ-10051042