

Exec Director, Head Medical Communications

Job ID
REQ-10056662
Jul 02, 2025
USA

Summary

#LI- Hybrid

Novartis has an incredible opportunity for a talented individual to join our team as an Executive Director, Head Medical Communications. In this role you will be responsible to drive all aspects of Medical Content Development which includes Publications, Scientific Communications, Congress & Customer Engagement Medical Information, Scientific Writing and other areas of medical content teams as applicable supporting all therapeutic areas in US Medical Affairs. Provide strategic leadership by driving medical communications strategies that focus on digital and innovative delivery of information. Provide strategic direction for high quality Medical Communication Plans and quality in execution of overall content for internal and external customers. Drive partnership with customer knowledge planning and engagement strategy team to deliver innovative content and publications while also delivering increased efficiencies and achievement of key performance indicators.

This position is based in East Hanover, NJ and will not have the ability to be located remotely. Please note that this role would not provide relocation and only local candidates will be considered. The expectation of working hours and travel (domestic and/or international) will be defined by the hiring manager. This position will require up to 20% travel.

About the Role

Key Responsibilities:

- Drive the development, management, and execution of all Medical content strategies including but not limited to publications, scientific communication, congress & customer engagement, medical information, scientific writing, working together with internal and external stakeholders.
- Ensure all Publications and Medical Content plans are strategically aligned and shared with global partners.
- Play a key role in driving efficiencies in the development, tracking and reporting impact metrics.
- Closely track emerging and evolving digital communications and publications technologies and customer tools across industries, with a focus on Healthcare & Pharma Industries in efforts to expand innovative medical content communication.
- Integrate, align, and lead the Medical Content Development, Publications, Scientific Communications, Congress & Customer Engagement Medical Information, and Scientific Writing teams and be a strong Medical Communications partner with Field Medical teams as well as HEOR and other internal partners
- Responsible for colleague development, coaching, and performance management.
- Collaborate broadly across US Medical Affairs as well as, Global Medical Affairs, International Medical

Affairs, Global Clinical Operations, Integrated Marketing Operations (Medical Units, Field Medical, HE&OR) and cross-functionally to lead the execution of an aligned and coordinated and efficient Medical content strategy.

- Collaborate closely with the Field Medical/Value Evidence Leads National Directors Medical Unit Heads, Medical Product Team Chairs, Medical Directors, HEOR, and cross-functionally to educate on Publications strategy and compliance training.
- Partner with internal customer facing teams to align on the strategic plan for major medical conferences communications to determine coverage strategic communication content and development of customer tools.
- Ensure that medical communications single points of contact (Med Comm SPOCs which cover Medical Content Development, Publications, Scientific Communications, Congress & Customer Engagement, Medical Information, Scientific Writing are fully engaged and participate in the process (as applicable to role) to ensure awareness of Novartis publications and Scientific Content initiatives that further drive the scientific content & knowledge exchange with various customer segments that align with medical strategy.
- Proactively identify USMA Medical Content needs (i.e., tools, and communications) and oversee the development of scientific/value content that differentiates NVS products.
- Plan and manage resources (approx. 100) and financial forecasts for content development, including vendors and budget(s) of approximately 80 – 100 Million USD
- Actively evaluate the impact and value of developed medical content and maintain a plan for continuous improvement and updating of content.
- Ensure consistent review and approval process for all tools developed for scientific exchange with customers by US Medical personnel.
- Responsible for assessing process gaps in publications against relevant USMA Corporate Integrity Agreement obligations and Novartis Pharmaceuticals Corporations policies.
- Ability to understand and to translate compliance frameworks.
- Ensure current internal WPs/SOPs, external guidelines (ICJME) and proper documentation (Datavision: Pubs /FUSE: Med Content – or equivalent data systems) and implementation of new processes is accurate and complete.
- Responsible for recruiting, on-boarding, developing, motivating, and retaining talent.

Essential Requirements:

- PharmD, MD or healthcare-related PhD (bachelor's degree in pharmacy with significant industry based medical content/information experience also acceptable)
- Business/Management degree (e.g., MBA) or specific business/management training (desirable)
- Minimum 10 years experience in driving high impact processes and implementation improvements across large scale in pharmaceuticals organizations
- Understanding of pharmacovigilance and safety reporting requirements for the US
- Building and working with a GCC specific to US Market Medical Content
- Experience in Medical Communications, Medical Content, Congress & Customer Engagement, Medical Information, Scientific Communications, Scientific Writing, and Publications
- Proven transformational leadership skills and capabilities as well as a superior track record in leading and successfully delivering operational excellence resulting in positive bottom-line results.
- Excellent quantitative & analytical abilities as well as written & oral communication skills
- Business and commercial marketing understanding
- Cross-cultural perspective
- Proven record of leading diverse teams
- Ability to balance resource demands from multiple internal customers

- Track record of highly successful delivery and positive performance results and cost savings
- Proven track record in managing large projects.
- Experience in identification and management of diverse stakeholders with high influencing skills

Novartis Compensation Summary:

The salary for this position is expected to range between \$248,500 and \$461,500 per year.

The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors.

Your compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards.

US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

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>

EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are 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 application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

US

Business Unit

Universal Hierarchy Node

Location
USA
State
New Jersey
Site
East Hanover
Company / Legal Entity
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Functional Area
Research & Development
Job Type
Full time
Employment Type
Regular
Shift Work
No
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