

## Associate Director Medical Information

Job ID  
REQ-10073248  
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Индия

### Сводка

The Associate Director, Medical Information is accountable for high-quality medical information documents and responses for assigned assets/disease areas aligned to Therapeutic Areas (TAs). These assets will shape practitioner understanding of Novartis products and support clinical practice. The remit of accountabilities extends to the execution of medical information processes, content and systems, adhering to internal compliance and regulatory requirements. This role must strive to implement industry-leading practices and adopt new technologies in line with emerging medical information standards. Critical to success will be developing productive partnerships with enterprise stakeholders (Biomedical Research, Development, MA/Commercial) for integrative medical information approaches across the complete asset lifecycle – from pipeline/early asset to late-stage/ registration.

### About the Role

#### Associate Director Medical Information

#### Location – Hyderabad #LI Hybrid

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#### Key Responsibilities:

- Develop global medical information strategic and tactical plan for assigned asset/disease area.
- Provide direction for content development of medical information Global Guidance Documents (GGDs), ensuring accuracy, and current with medical literature.
- Provide oversight of global escalation process for medical information inquiries for assigned assets/disease area.
- Conduct review and approval for GGDs and escalated inquiries.
- Support development, maintenance and implementation of policies and procedures for global medical information.
- Evaluate medical inquiries worldwide to identify emerging issues and provide feedback to medical affairs and cross-functional stakeholders on customer insights and needs.
- Provide guidance and establish best practices in partnership with countries for medical information launch readiness.
- Support medical booth at congresses; ensure quality and compliance with all relevant internal SOPs/guidelines and external regulatory requirements.

#### 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.

#### Essential Requirements:

- 5+ years' experience in pharmaceutical industry or healthcare related, ideally in medical affairs and/or medical information
- Advanced degree (e.g., MD, PharmD, PhD) or equivalent education/degree in life science/healthcare is preferred.
- Experience in Medical Affairs or Medical Information solutions and demonstrated innovation in processes/technical approaches
- Understanding of the role of medical information and key needs of customers
- Excellent written/oral communication skills and strong understanding of medical writing customers
- Ability to provide strategic insight into medical information that support launch assets.
- Thorough understanding of internal/external ethical guidelines relevant to the pharmaceutical industry.

#### Desirable Requirements:

- Strategic mindset including innovation and critical thinking with performance-oriented drive
- Strong written and communication skill.
- Experience working in a matrix environment, across functions, therapeutic areas, regions and countries.

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#### 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.

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Functional Area  
Research & Development  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No

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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](mailto: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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