

Scientific Engagement & Program Manager

Job ID
REQ-10085869
сен 02, 2026
Великобритания

Сводка

#LI-Hybrid

Location: London, UK

This role is based in London, UK. Novartis is unable to offer relocation support for this role: please only apply if this location is accessible for you.

The Scientific Engagement & Program Manager, working alongside the Senior Scientific Engagement Program Manager and reporting to the Scientific Engagement Lead, supports the planning, coordination, and execution of medical and scientific engagement activities across assigned programs, brands, and therapeutic areas (Oncology, Cardiovascular Disease, Renal, Neuroscience, Immunology).

As a member of the IMACE Scientific Operations team, the role contributes to the delivery of advisory boards, congress activities, standalone meetings, and medical education programs, translating engagement strategy into practical operational plans. This position helps drive consistency, strengthen processes and tools, and promote collaboration, accountability, and continuous improvement in the execution of scientific engagements.

The position is reporting to the Scientific Engagement Lead.

About the Role

Key Responsibilities:

Scientific Engagement Planning & Execution

- Support project management and operational delivery of scientific engagement activities, including advisory boards, congress activities (e.g. symposia), external expert engagements (EEEs), medical education programs, and internal/external meetings.
- Translate engagement strategies into operational plans by coordinating timelines, milestones, deliverables, and event readiness for assigned therapeutic areas or projects.
- Manage logistics, materials preparation, and execution activities to ensure smooth, high-quality delivery of scientific engagements.

Cross-Functional Collaboration

- Collaborate with IMA (TAs, IMACE) and cross-functional partners to align objectives, coordinate execution, and maintain consistent scientific messaging.
- Maintain regular communication with internal teams and external vendors to provide updates, flag risks, manage expectations, and ensure seamless handoffs.

Operational Excellence & Governance

- Follow standard operating procedures, templates, tools, and approval pathways to ensure compliant, structured, and audit-ready execution of scientific engagements.
- Support continuous improvement by identifying process gaps and contributing to enhancements in tools, templates, documentation, and ways of working.
- Ensure adherence to compliance, quality, and documentation standards, maintaining accurate version control and complete audit trails.

Vendor, Risk & Issue Management

- Coordinate with external vendors, monitoring timelines, deliverables, and budgets to ensure outputs meet quality and project expectations.
- Identify and escalate risks, issues, or delays that may impact quality or timelines and support issue resolution to keep projects on track.

Essential Requirements:

- Education: BSc or equivalent. MSc, PhD, PharmD, or MD are desirable.
- Previous experience in pharmaceutical, healthcare, or life sciences, with a strong focus on scientific engagement delivery and program/project management. Experience in supporting coordination of medical or scientific engagement activities, such as advisory boards, medical congresses (including symposia), standalone medical meetings, external expert engagements (EEEs), or medical education programs.
- Experience working in one or more of the following therapeutic areas Oncology, Cardiovascular, Renal, Neuroscience or Immunology is an advantage.
- Experience working in a matrixed, cross functional setting, collaborating with teams such as IMA, Scientific Operations, Medical Affairs, or similar scientific/medical functions.
- Background in operational planning and execution, including managing logistics, vendors, materials, and event related deliverables.
- Familiarity with compliance, SOPs, and approval processes within medical or scientific environments, ensuring activities are delivered to quality and audit ready standards.
- Experience maintaining documentation, tracking progress, and supporting project reporting, ideally using standard project management tools or systems. Exposure to process improvement activities, including contributing ideas to streamline workflows, enhance documentation, or improve engagement execution.
- Fluent oral and written English; additional languages desirable.

Desirable Requirements:

- Experience working in one or more of the following therapeutic areas Neuroscience, and / or Immunology is an advantage.

Benefits & 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>

Expected Annual Base Salary Range for role: 32,690.00 - 60,710.00 GBP

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters. Long-term equity awards granted at group level may also be part of your package. Further details will be provided during the application process.

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Commitment to Diversity & Inclusion: Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.

[Read our handbook \(PDF 30 MB\)](#)

Primary location salary range

£32,690.00 - £60,710.00

Дивизион

International

Business Unit

Marketing

Место

Великобритания

Сайт

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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