

## Public Affairs Manager

Job ID  
REQ-10022496

9月 13, 2024

T ü rkiye

### 摘要

-Lead smaller or support bigger Public Affairs activities/projects to support business objectives in the area of responsibility -Stakeholder engagement in the area of responsibility -Provide support to PA leaders to achieve business objectives. The role is focused on a specific area of public affairs OR operational and strategic implementation of government affairs at regional / country level

### About the Role

Major accountabilities:

- Provide support to Public Affairs and Policy and Corporate Leads, as well as senior country leadership, in order to effectively build and manage Novartis ' external reputation to engage and lead in relevant policy discussions -Contribute to the creation, revision and publishing of policy documents, advocacy toolkits, training materials.
- Deliver advice and prepare briefs for senior management -Develop evidence and policy

collateral (reports, audits, surveys) that support priority brands / issues -Liaise with business functions to provide key support for market related tasks (i.e. stakeholder management)  
-Work with external partners such as think tanks, industry groups and other third parties  
-Team member on specific projects, lead smaller projects -Monitor and provide updates to the business on external policy and political (federal and state) developments -Ensure smooth information exchange with corporate as well as global public affairs functions -Build PA and issue management competency in the market -Develop strong partnership working relationships -Design and maintain platforms, tools and decks in support of overall PA  
-Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

#### Key performance indicators:

- Level of support on influencing policy agenda in assigned area -alignment with NVS policy
- Quality of documents prepared (presentations etc.) -Seamless functioning of key processes
- High-quality delivery of expected results in projects -Quality and insight on support rendered
- Recognition of effective collaboration -Evidence of high technical agility

#### Minimum Requirements:

##### Work Experience:

- Collaborating across boundaries.
- Operations Management and Execution.
- Project Management.

##### Skills:

- Business Networking.
- Communication Medium.
- Corporate Communication.
- Curiosity.
- Marketing.
- Media Campaigns.
- Media Relations.
- Microsoft Access.
- Press Releases.
- Prioritization.
- Public Affairs.
- Social Media.

##### Languages :

- English.

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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部门

International

Business Unit

Innovative Medicines

地点

Türkiye

站点

Ankara Gimat

Company / Legal Entity

TR01 (FCRS = TR001) Novartis Sağlık, Gıda ve Tarım Ürünleri San. Ve Tic. A.Ş.

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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