

Publication Operations Manager

Job ID
REQ-10036934

1月 20, 2025

Ireland

摘要

- Support Global Publication Planning Team (PPT): Support MedComms PM & Scientific Communications colleagues in planning and scheduling PPT meetings; attend the send the PPT meeting invites/emails
- Publication plan updates: Support MedComms PM to update publication plans for GMA and country pubs in Datavision in a timely manner based on PPT meeting discussions and decisions
- Track, manage, and archive author invitations and authorship agreement (AA): Confirm and request AA, and liaise with NVS (Novartis) Legal and Compliance team
- Review and verify the accuracy of publication records in Datavision: Ensure that the data is up to date and complete. Support transfer of value (ToV) reporting
- Support Global final review (GFR) list management for Datavision and Clear: Route publications for GFR via Datavision, including publications managed by external vendors. As a validator, route country/regional publications for GFR through Clear portal
- Works closely with the MedComms PM: For overall updates, reporting and status of publications

About the Role

Major accountabilities:

- Support MedComms PM & Scientific Communications colleagues for PPT meetings - plan, schedule, attend, and coordinate (send the ppt meeting invites/emails)
- Support MedComms PM to update publication plans for GMA and country pubs in Datavision in a timely manner based on PPT meeting discussions and decisions
- Support in executing and archiving the relevant publication plan activities in the designated publication tool (e.g., Datavision)
- Track, manage, and archive author invitations and AA - confirm and request AA, and liaise with GBS Legal and Compliance team
- Manage GFR lists for Datavision and Clear.
- Route publications for GFR via Datavision or Clear (including those managed by external vendors)
- Collaborate closely with the MedComms PM to ensure the publications data is accurate and complete in Datavision/Clear
- Support Transfer of Value (ToV) reporting
- Support the MedComms PM with required engagement as part of the development of the tactical plans
- Manage regular status calls with the allocated MKS team (and where agreed, external vendors) to track status, as per the alignment with the Scientific Communications colleagues

Key performance indicators:

- Colleague satisfaction and advocacy (measured using by regular MKS feedback channels) - results are compared to best-in-class benchmarks
- Specific feedback from colleagues: global teams as well as regions and countries, on the effectiveness of the solutions, specifically the fit of the publication plan management support to the needs of the brand/TA team
- 100% compliance with legal regulations, industry codes and internal compliance standards
- Level of service adoption - Measured by the number of exceptional activities being conducted outside of the publication plan management and MKS delivery framework
- Delivery of solutions in line with defined KPI targets to measure service quality and timeliness - agreed with colleagues and embedded in SoW

Minimum Requirements:

Work Experience:

- At least 5 years' experience working as a project, operations, or account executive/manager in Medical Communications, either within an agency or in a similar role in the pharmaceutical industry
- Experience working with publication management tools (e.g., Datavision, iEnvision)
- Ideally has experience in publications and knowledge of GPP or other compliance requirements for publications
- Experience working in global teams

Skills:

- Stakeholder management

- Sound scientific acumen
- Project management
- Global perspective
- Action oriented
- Optimizes work processes
- Collaboration
- Interpersonal savvy
- Networking
- Effective communication
- Manage complexity
- Drive engagement
- Organizational savvy
- Solution oriented

Languages :

- Fluent English (oral and written)
- Desirable: a second major European language

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部门

Operations

Business Unit

Innovative Medicines

地点
Ireland

站点
Dublin (NOCC)

Company / Legal Entity
IE02 (FCRS = IE002) Novartis Ireland Ltd

Alternative Location 1
Hyderabad (Office), India

Alternative Location 2
INSURGENTES, Mexico

Alternative Location 3
London (The Westworks), United Kingdom

Functional Area
Research & Development

Job Type
Full time

Employment Type
Regular

Shift Work
No

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