

# Content & Education Specialist

Job ID  
REQ-10022779  
Oct 07, 2024  
India

## About the Role

Content & Education Specialist

Location – Hyderabad #LI Hybrid

**About the Role:** The role involves managing the electronic resources collection and licensed databases from third-party vendors using a range of technologies (e.g data catalogue, link resolver and other information management systems). The role will also help develop and deliver education and training on our broad portfolio of external and internal information tools and resources.

This Content & Education Specialist role will partner with technology vendors, information providers and information scientists to deliver a broad range of content services and custom education solutions.

### Key Responsibilities:

- Catalogue and classify new e-Resources (ejournals, ebooks, databases, training materials)
- Contribute to maintenance and development of the Knowledge Gateway/Portal.
- Enrich e-Resources and training resources as specified by usage statistics and stakeholder management.
- Partner with technology vendors and information providers to deliver needs-based training and content to be easily distributed to various customer groups.
- Facilitate learning through a variety of delivery methods including classroom instruction, virtual training and on-the-job coaching.
- Conduct regular assessments and evaluations of content and training programs to ensure their effectiveness and make necessary improvements.

### 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.

### Role Requirements:

#### Essential Requirements:

- Strong knowledge/experience in information management systems and link resolver technologies.
- Demonstrated knowledge of biomedical classification and indexing systems.

- 3-5 years of work experience in a corporate (pharmaceutical, technical or medical) Information Centre.
- Strong domain knowledge in one or more core published information areas such as, Copyright, Competitor Intelligence, Biomedical Literature, Patent, Chemistry or Commercial resources.
- Strong networking skills to building synergies with other content and training teams.
- Proven ability to work with key stakeholders to identify gaps in information needs.

#### Desirable Requirements:

- Good analytical skills, good information science and technology skills.
- Proven talent to work independently & excellent interpersonal and communication skills.
- Experience in conducting user needs assessments.

Why Novartis: Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

Join our Novartis Network: If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>.

## Role Requirements

**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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**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>

Division

Operations

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Marketing

Job Type

Full time

Employment Type

Regular

Shift Work

No

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