NOVARTIS

Global Regulatory Publishing Associate

Job ID
REQ-10011616
Nov 08, 2024
United Kingdom

About the Role

This role offers hybrid working, requiring 3 days per week in person in our White City, London office. Ad-hoc working hours to overlap the US as required.

Major Accountabilities:

- Accountable for electronically preparing, publishing, quality reviews, validation, dispatch & archiving activities related to clinical deliverables and global regulatory submissions.
- Produce high quality, clinical deliverables, and global submission outputs per agreed timelines and in compliance with worldwide HA requirements, internal working practices and guidelines.
- Act in a global capacity, and partner with various cross-functional stakeholders (e.g., Regulatory Affair Managers, Regulatory CMC Managers, Clinical Trial Leads, Nonclinical Managers, Safety and Quality associates as well as with Clinical Submission Managers, RA Operations Submission Managers and a publishing team located in multiple regions (e.g., US, EU, UK and India).
- Support the implementation of new technology, tools, and processes, contribute to ongoing initiatives and training, and help identify continuous improvement opportunities.
- Support submission resource planning activities, as required.

Essential Requirements:

- Bachelor's degree in life sciences or relevant discipline.
- Fluency in English
- Clinical Report and Global Submission dossier publishing/compilation experience in the pharmaceutical or related industry.
- Experience with electronic clinical document publishing standards/formats, electronic and global regulatory submission publishing standards/formats (e.g. eCTD, EU CTR).
- Working knowledge of publishing tools (e.g., DXC, eCTD Xpress, Veeva), global submission validation tools, Document Management systems, Toolbox, HA electronic submission gateways, IRIS, CTIS, MS Office tools
- Familiarity with global Clinical and Regulatory HA requirements (e.g., FDA, ICH, EMA, MENA region, CH, MHRA)
- Strong interpersonal and project management skills, and experience working in a complex, global cross functional organization.
- Highly motivated, organized, and detailed oriented team player
- Analytical thinker with excellent problem-solving skills and the ability to adapt to changing priorities and deadlines.

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

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.

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

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: https://talentnetwork.novartis.com/network

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
Development
Business Unit
Innovative Medicines
Location
United Kingdom
Site
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
Apply to Job

Job ID
REQ-10011616

Global Regulatory Publishing Associate

Apply to Job

Source URL: *https://jobapi.novartis.com/req-10011616-global-regulatory-publishing-associate*

List of links present in page

1. https://jobapi.novartis.com/req-10011616-global-regulatory-publishing-associate
2. https://www.novartis.com/about/strategy/people-and-culture
3. https://www.novartis.com/careers/benefits-rewards
4. https://talentnetwork.novartis.com/network
5. https://www.novartis.com/about/strategy/people-and-culture
6. https://talentnetwork.novartis.com/network
7. https://www.novartis.com/careers/benefits-rewards
8. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/London-The-Westworks/Regulatory-Publishing-Associate_REQ-10011616
9. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/London-The-Westworks/Regulatory-Publishing-Associate_REQ-10011616