

# Content & Education Specialist

Job ID  
REQ-10037805  
Feb 20, 2025  
India

## About the Role

Location – Hyderabad #L4 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 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.

Essential Requirements:

- 4-5 years of work experience in a corporate (pharmaceutical, technical or medical) Information Centre. Demonstrated knowledge of biomedical classification and indexing systems. Master of Information Science with relevant scientific background (or similar experience).
- Strong domain knowledge in one or more core published information areas such as, Copyright, Competitor Intelligence, Biomedical Literature, Patent, Chemistry or Commercial resources. Good analytical, information science and technology skills.
- Strong knowledge/experience in information management systems and link resolver technologies.

## Commitment to Diversity and Inclusion:

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

## Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversityandincl.india@novartis.com](mailto:diversityandincl.india@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

## 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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