

# Senior Scientific Engagement & Program Manager

Job ID  
REQ-10035996  
Ene 24, 2025  
Irlanda

## Resumen

Working closely with the Group and Team Leads, this role acts as a partner for colleagues for an assigned projects/programs/brand and/or TA. This role leads the development, execution, and management of assigned scientific engagements, ensuring alignment with the colleagues' objectives.

## About the Role

### Location

This role is either based in Dublin (Hybrid office/home) OR UK (Homebased)

### Major accountabilities:

- Main POC for client of assigned programs/projects/brand/TA/Publication Plan
- Responsible for leading the end-to-end delivery of the designated deliverables within assigned brand and/or TA from briefing through to completion including but not limited to symposia, advisory boards, Ingergrated Evidence Plans, congresses and standalone medical education events
- Working in collaboration with the Group and Team Leads, acts as stakeholder relationship manager for assigned TA and/or brand
- Leads colleague meetings, as appropriate
- Communicates clearly and frequently
- Provides proactive recommendations on scientific engagements in clear, succinct, compelling manner
- Ensures timely, accurate documentation and correspondence
- Responsible for keeping Group and Team Leads briefed on assigned activities
- Successfully serves as point of authority and/or source of advice for assigned colleague(s)
- Actively recommends MKS capabilities for innovative medical communication solutions to colleague requests
- Evaluates individual projects against brief
- Maintains accurate and current files/reports
- Responsible for reconciling projects at regular intervals
- Keeps accurate record of time spent on billable work via timesheets and recoverability targets
- Working with the Scientific Engagement and Program Manager(s)/Specialists, provides Group Leads with accurate revenue and forecasting of assigned activities
- Identifies opportunities for new projects/additional revenue streams within assigned TA and/or brand
- Ensure tracking and evaluation of standard metrics
- Assists with budgets planning and forecasting for assigned brand within a franchise/TA or group of aligned TAs
- Maintains accurate and current files/reports

- Accurate reconciliation of projects at designated milestones
- Responsible for reconciling projects at regular intervals
- Keeps accurate record of time spent on client work via timesheets and recoverability targets
- Leads a deliverable-assigned, brand/TA-specific, MKS project team and manages external vendors (when required) for designated scientific engagements and medical communication deliverables including publications
- Sets clear direction and priorities; mentors and coaches staff for improved performance
- Promote Best Practice Sharing and Innovation across MKS teams.
- Supports the delivery of new approaches for Medical Communication deliverables - e.g. virtual and on-line
- Responsible for adherence to associated compliance related activities and approvals (with internal client taking accountability for compliance).
- Conveys credibility and maintains positive, professional image both internally and externally
- Demonstrates ability and willingness to assume a leadership/mentor role within the team

#### **Key performance indicators:**

- 100% compliance with legal regulations, Industry Codes and Compliance Standards and internal rules / SOPs.
- Achieving a high Feedback scores vs targets
- Unsolicited qualitative feedback from external customers for assigned Medical Communication deliverables (e.g. Ad-board, Satellite Symposia, Publication Plan Management).
- Compliance with defined KPI targets quality and timelines.

#### **Minimum Requirements:**

##### **Work Experience:**

- Minimum: University degree level / Graduate degree, ideally in science. Additional further education desirable
- 2 to 5 years' experience of working with Medical Communications for either an agency or from within the pharmaceutical industry
- Track record in leading the delivery of scientific engagements including but not limited to symposia, advisory boards, Ingergrated Evidence Plans, congresses and standalone medical education events
- High level of experience in digital solutions and innovation
- Significant openness to piloting new ideas
- Experience in cross cultural work environment.

##### **Skills:**

- Ability to co-lead project teams of moderate complexity; strong teamwork and collaboration skills
- Action oriented – Excellent organization skills, ensuring delivery to target and expectations.
- Business acumen – Understands business strategy and polices and can relate assigned activities to it.
- Comfort around higher management – Covering Internal and external colleagues/customers.
- Quality focus – Cares about project, colleague and external customer needs and expectations, dealing with them in a timely fashion.
- Directing others – Ensuring a consistent stream of communication to ensure maximum efficiency.
- Developing project team - Experience in the project-level management and mentorship of other staff (e.g. Project Specialists, Scientific Writers, etc.) required.
- Facilitation skills – Ability to effectively manage meetings to successful outcomes.
- Functional / technical skills.

- Extensive knowledge of pharmaceutical/healthcare industry. Ability to build deep knowledge of at least one therapy area.
- Interpersonal savvy – Strong at managing relationships at all levels. Can handle difficult situations and is diplomatic.
- Presentation skills – Strong oral communication and interpersonal skills.
- Written communications – Excellent written skills, including experience delivering scientific content.

**Languages :**

- Fluent English (oral and written), plus one other language would be desirable.

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División

Operations

Business Unit

CTS

Ubicación

Irlanda

Sitio

Dublin (NOCC)

Company / Legal Entity

IE02 (FCRS = IE002) Novartis Ireland Ltd

Alternative Location 1

London (The Westworks), Reino Unido

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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