

# Public Affairs Manager

Job ID  
REQ-10022496  
Sep 13, 2024  
Turquie

## Résumé

-Lead smaller or support bigger Public Affairs activities/projects to support business objectives in the area of responsibility -Stakeholder engagement in the area of responsibility -Provide support to PA leaders to achieve business objectives. The role is focused on a specific area of public affairs OR operational and strategic implementation of government affairs at regional / country level

## About the Role

### Major accountabilities:

- Provide support to Public Affairs and Policy and Corporate Leads, as well as senior country leadership, in order to effectively build and manage Novartis' external reputation to engage and lead in relevant policy discussions -Contribute to the creation, revision and publishing of policy documents, advocacy toolkits, training materials.
- Deliver advice and prepare briefs for senior management -Develop evidence and policy collateral (reports, audits, surveys) that support priority brands / issues -Liaise with business functions to provide key support for market related tasks (i.e. stakeholder management) -Work with external partners such as think tanks, industry groups and other third parties -Team member on specific projects, lead smaller projects -Monitor and provide updates to the business on external policy and political (federal and state) developments -Ensure smooth information exchange with corporate as well as global public affairs functions -Build PA and issue management competency in the market -Develop strong partnership working relationships -Design and maintain platforms, tools and decks in support of overall PA -Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### Key performance indicators:

- Level of support on influencing policy agenda in assigned area -alignment with NVS policy -Quality of documents prepared (presentations etc.) -Seamless functioning of key processes -High-quality delivery of expected results in projects -Quality and insight on support rendered -Recognition of effective collaboration -Evidence of high technical agility

### Minimum Requirements:

#### Work Experience:

- Collaborating across boundaries.
- Operations Management and Execution.
- Project Management.

**Skills:**

- Business Networking.
- Communication Medium.
- Corporate Communication.
- Curiosity.
- Marketing.
- Media Campaigns.
- Media Relations.
- Microsoft Access.
- Press Releases.
- Prioritization.
- Public Affairs.
- Social Media.

**Languages :**

- English.

**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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<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

International

Business Unit

Innovative Medicines

Emplacement

Turquie

Site

Ankara Gimat

Company / Legal Entity

TR01 (FCRS = TR001) Novartis Sağlık, Gıda ve Tarım Ürünleri San. Ve Tic. A.Ş.

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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