

# Sr. Scientific Writer II

Job ID REQ-1	0036662

1月 30, 2025

Ireland

# 摘要

To write, edit and reconcile high quality medical and scientific communications including literature reviews, abstracts, posters and slide sets for submission to journal, congresses and/or clinical teams.

## About the Role

Location

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

Major accountabilities:

• Prepares literature review, abstracts, posters, and slide sets working from various data sources including clinical study reports, patient profiles etc.

- Performs quality control (QC) checking / proof reading of above documents to meet customer expectation.
- Manages assigned individual projects.
- Obtains feedback from contributors and project teams.
- Complies with and support group 's project management tool, standards, policies and initiatives.
- Follows Novartis specifications for documentation, templates etc.
- · Maintains records for all assigned projects including archiving.
- Maintains audit, SOP and training compliance.
- · Performs additional tasks as assigned.

#### Key performance indicators:

- Preparation of the above referenced documents meeting set quality standards and on time for submission to Health Authorities/ Clinical teams / Journals as appropriate. (i.e. complying with standards e.g. CONSORT regarding publication of trial results, complying with journal formatting requirements etc).
- Publications are acceptable to internal and external authors (no issues with authorship).
- Completion of an adequate number of medical and scientific documents (taking into account complexity) per year.
- Adhere to Novartis values and behaviours.

#### Minimum Requirements:

**Education and Work Experience:** 

 Minimum: Life-science degree or equivalentB.Sc./equivalent with 4 years Clinical Research (CR) experience, M.Sc./M.Pharm + 2 years of CR experienceDesired: Doctoral degree, Qualification in Medical Sciences (MBBS/MD/equivalent). PhD + 1 year of CR experience, MBBS/equivalent + 1 year of CR experience

#### Skills:

#### Functional competencies (Fundamental

 Results Driven; Customer/Quality Focus; Leadership; Innovative and creative; Action oriented; Show initiative; Empowerment / Accountability; Commitment / Self discipline; Mutual respect / Trust / Loyalty / Candor; Open Communication / Collaboration/Compassion; Drug Development knowledge; Science and Technology; Commercial Proficiency; Operational Excellence; Clinical communication & Info. Mgmt.

## Leadership Competencies (Fundamental)

- · Sets clear direction and aligns team and others around common objectives
- Energizes the team
- Displays passion for the 3 Cs (Consumers, Customers, Competition)
- Exercises good judgment and drives change for competitive advantage
- Drives for superior results and has passion to win
- Displays analytical and conceptual thinking

## **Functional Experience**

- Scientific/ clinical knowledge of safety aspects, TA, disease, brand (Solid, Critical)
- Writing medical documents and publications (eg., abstracts, literature review, slide sets, posters, manuscripts, meeting reports) (Exposure, Critical)
- Clinical Research/ Drug Development (Exposure, Critical)
- Drug Safety (Exposure, Critical)
- Quality management (Exposure, Critical)
- IT/ web applications, office productivity tools and document formatting skills (Exposure, Critical)

## Leadership Experience

- Project Management (Exposure, Critical)
- Third Party (Customer/Vendor/Buyer) Relationship Management Exposure (Desired)
- Driving operational excellence Exposure (Critical)

## Languages:

• Excellent written and oral English skills

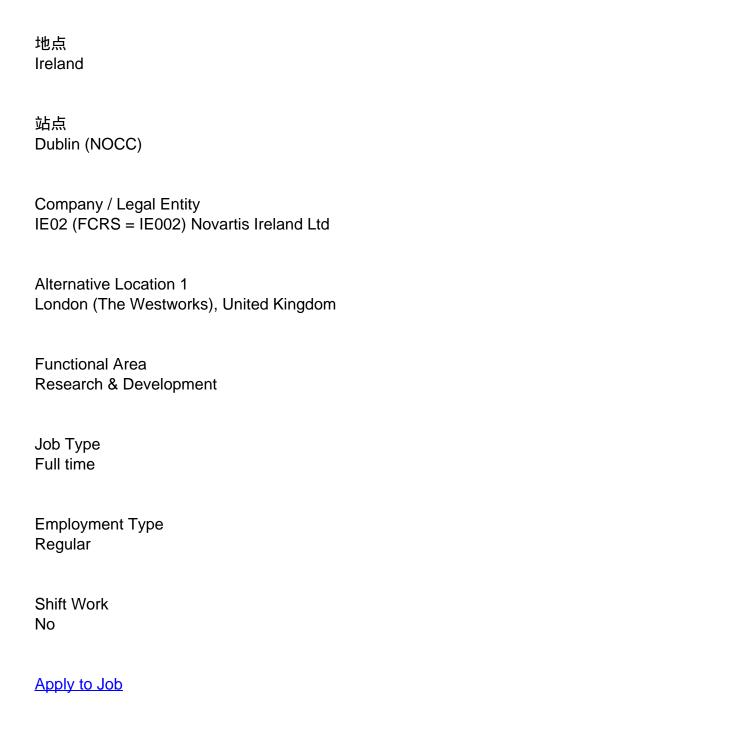
Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <a href="https://www.novartis.com/about/strategy/people-and-culture">https://www.novartis.com/about/strategy/people-and-culture</a>

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部门 Operations

Business Unit Universal Hierarchy Node



Novartis is committed to building an outstanding, inclusive work environment and diverse teams'

representative of the patients and communities we serve.



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