

Signatory Lead

Job ID

REQ-10088321

Sep 21, 2026

LOC_GB

About the Role

Major Accountabilities

- Acts as the final medical signatory for allocated therapy areas, providing expert guidance on the ABPI Code of Practice, relevant regulations, and Novartis policies, and serving as the primary point of contact for code and compliance advice.
- Responsible for the review and certification of promotional and non-promotional materials and activities within Novartis approval systems, ensuring compliance, scientific accuracy, and appropriate risk management.
- Acts as a subject matter expert on the ABPI Code of Practice, industry regulations, and internal governance requirements, providing pragmatic, risk-based advice to support business objectives.
- Partners closely with Medical, Commercial, ERC and cross-functional stakeholders to co-create strategies, projects and tactical plans, embedding compliance considerations from concept through to approval, implementation and lifecycle management.
- Supports the management of PMCPA complaints, audits and inspections, contributing to root cause analysis, corrective actions and continuous improvement initiatives.
- Drives quality and consistency in review and approval activities by sharing best practice, coaching stakeholders, and providing constructive feedback to enhance compliance standards across the organisation.
- Builds and maintains effective relationships with external vendors and service providers, identifying opportunities to optimise processes, quality, efficiency and compliance.
- Collaborates with Signatory and Ethics, Risk & Compliance colleagues to promote consistent, enterprise-wide approaches to governance, decision-making and materials review.
- Identifies and implements process improvement opportunities that enhance operational efficiency, simplify ways of working and improve stakeholder experience while maintaining compliance.
- Effectively prioritises workload and adapts to changing business needs, demonstrating agility and resilience in a dynamic environment.
- Role models Novartis values, culture and behaviours, fostering collaboration, accountability, innovation and a patient-focused mindset.

Key Performance Indicators

- Compliance with ABPI code of Practice / other industry regulations and Internal Novartis Policies

- Approval of Novartis Materials within timelines specified within Novartis SOPs
- No critical deviations from Novartis policies, processes, SOPs/WPs/FRMs
- Audit & Inspection readiness at all times.
- Compliance with Novartis Information Security
- Training completed and up to date with 98% compliance.

Ideal background

- University degree in life sciences, marketing, business, or a related field.
- GMC registered Physician or GPhC registered Pharmacist
- English
- Country language required

Relevant Experiences

- Significant experience in Medical affairs in a final signatory role or relevant skills and experience to become a registered signatory in a short timeframe.
- Experience in PMCPA code complaints beneficial
- Strong understanding of the ABPI code with a solutions-oriented approach to the grey areas
- Demonstrates a customer-focused mindset.
- Good Enterprise & Strategic mindset with courage to challenge status quo.
- Innovative and creative approach to complex problem solving and confidence to make decisions.
- Has solution orientated mindset and can effectively identify and overcome challenges but remain flexible to evolving needs of business.
- Strong communication, interpersonal and influencing skills
- Good planning and organisational skills
- Able to adapt, organize, prioritize, and work effectively and collaboratively in multifunctional team

Benefits & Rewards

At Novartis, we're committed to reimagining medicine together - and rewarding the people who make it happen.

Expected Annual Base Salary Range for role: 67,900.00 - 97,000.00 - 126,100.00 GBP Annual

The base salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and minimum 14 weeks paid parental leave.

You may be eligible for a company vehicle or a car allowance in accordance with the applicable local Novartis policies and guidelines.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

Read our brochure to learn more about our global total rewards offering:

https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Role Requirements

Primary location salary range

£67,900.00 - £126,100.00

Division

DIV_IM

Business Unit

Development

Location

LOC_GB

Site

London (The Westworks)

Company / Legal Entity

GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Functional Area

FCT_RD

Job Type

Full time

Employment Type

Regular

Shift Work

No

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