NOVARTIS

Senior Scientific Engagement & Program Manager

Job ID
REQ-10084541
Jul 30, 2026
LOC_IE

About the Role

Key Responsibilities:

Scientific Engagement Planning & Execution

- Coordinate and execute medical and scientific engagement activities including advisory boards, congress activities (e.g., symposia), external expert engagements (EEEs), standalone meetings, and medical education programs, ensuring high-quality delivery aligned with engagement objectives.
- Translate engagement strategies into detailed operational plans, timelines, and deliverables across assigned programs, projects, brands, and therapeutic areas.
- Lead day-to-day project planning by managing milestones, logistics, materials, and overall readiness for scientific events.

Cross-Functional Collaboration

- Partner closely with IMA (TAs, IMACE) and cross-functional stakeholders to clarify objectives, align expectations, and drive coordinated execution.
- Maintain strong communication channels with internal teams and external partners to share updates, flag risks, resolve issues, and ensure smooth handoffs.

Operational Excellence & Standardization

- Apply and reinforce standardized ways of working - including processes, templates, tools, documentation practices, and governance frameworks - across scientific engagements.
- Ensure compliant, audit-ready execution of activities by following SOPs, guidance documents, and established approval pathways.

Vendor & Logistics Coordination

- Manage relationships with external vendors, agencies, and logistics partners, overseeing deliverables, timelines, budgets, and the overall quality of execution.

Risk, Issue & Quality Management

- Identify risks, issues, or delays affecting timelines or quality, escalating or resolving them in collaboration with project teams to maintain momentum and compliance.

Tracking, Reporting & Continuous Improvement

- Track program progress, outputs, and performance metrics, supporting reporting needs and contributing to continuous improvement of tools, templates, processes, and operational efficiency.

Essential Requirements:

- Education: BSc or equivalent. MSc, PhD, PharmD, or MD are desirable.
- 5+ years' experience in scientific engagement delivery and program/project management in pharmaceutical, healthcare, or life sciences. Including min 5 years of coordinating medical or scientific engagement activities, such as advisory boards, medical congresses (including symposia), standalone medical meetings, external expert

engagements (EEEs) or medical education programs.
- Demonstrated experience managing multiple concurrent projects, with strong organizational skills and the ability to deliver against timelines in a fast-paced environment.
- Background in operational planning and execution, including managing logistics, vendors, materials, and event related deliverables.
- Experience working in a matrixed, cross functional setting, collaborating with teams such as IMA, Scientific Operations, Medical Affairs, or similar scientific/medical functions.
- Familiarity with compliance, SOPs, and approval processes within medical or scientific environments, ensuring activities are delivered to quality and audit ready standards.
- Experience maintaining documentation, tracking progress, and supporting project reporting, ideally using standard project management tools or systems. Exposure to process improvement activities, including contributing ideas to streamline workflows, enhance documentation, or improve engagement execution.
- Fluent oral and written English; additional languages desirable.

Desirable Requirements:

- Experience working in one or more of the following therapeutic areas Oncology, Cardiovascular, Renal, Neuroscience, or Immunology is an advantage.

Benefits & 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

Expected Annual Base Salary Range for role:55,370.00 - 102,830.00 EUR

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.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters. Long-term equity awards granted at group level may also be part of your package. Further details will be provided during the application process.

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.

Commitment to Diversity & Inclusion: Novartis is committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Role Requirements

Primary location salary range
€55,370.00 - €102,830.00

Division
DIV_IM
Business Unit
Marketing
Location
LOC_IE
Site
Dublin (NOCC)
Company / Legal Entity
IE02 (FCRS = IE002) Novartis Ireland Ltd
Functional Area
FCT_RD
Job Type
Full time
Employment Type
Regular
Shift Work
No
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