NOVARTIS

Medical Governance Lead

Job ID
REQ-10088374
Sep 24, 2026
LOC_IN

About the Role

Key Responsibilities:

Medical Governance Frameworks & Standards

- Ensure the highest quality standards and compliance of Novartis good practice guidelines and country regulations.
- Implement and maintain country-level medical governance frameworks aligned with Novartis good practices and global standards.
- Support adherence to local regulations and internal policies across Medical Affairs activities.
- Coordinate governance-related processes across therapeutic areas to ensure consistency and transparency.
- Own and coordinate governance training assignment tracking and completion reporting; maintain evidence for inspection readiness.
- Run periodic monitoring/self-inspections of Medical Affairs activities and document outcomes and follow-ups.
- Enable end-to-end visibility of medical governance activities for the Head, Medical Governance, Evidence & Operations.
- undefined

Compliance, Audit Readiness & Risk Management

- Support Medical Affairs audit preparedness, inspections, and follow-up actions in collaboration with Quality, Legal, ERC and PV
- Track, document and monitor audit findings, observations and remediation plans.
- Identify governance risks and process gaps and escalate appropriately.
- Support and coordinate medical governance review forums/committees (as applicable) to ensure timely, compliant review and documentation of scientific/medical materials.
- Contribute to continuous improvement initiatives following audits or internal reviews.
- undefined

SOPs, Processes & Ways of Working

- Coordinate periodic review and update of Medical Affairs SOPs (Standard Operating Procedures) and governance documentation.
- Support implementation of updated processes and guidance through clear communication and training inputs.
- Monitor adherence to defined governance processes and flag deviations.
- Ensure governance guidance and process support for transparency/disclosure obligations and conflict-of-interest risk

mitigation (in alignment with relevant policies).

Cross-functional Governance Interfaces

- Act as a key interface between Medical Affairs and Legal, ERC, PV, Regulatory Affairs and other assurance functions.
- Support governance alignment for medical activities such as Medical Information, MAPs (Managed Access Programmes) and evidence generation activities, without duplicating ownership.
- Support governance aspects of vendor/third-party qualification and oversight for Medical Affairs activities (as applicable).
- Enable timely and compliant execution of Medical Affairs initiatives through early governance engagement.

Governance Reporting & Insights

- Contribute to governance-related metrics, dashboards and reporting as defined by the Medical Governance, Evidence & Operations pillar.
- Support preparation of governance updates for internal reviews and leadership forums.
- Ensure governance documentation and records meet data integrity expectations (complete, traceable, inspection-ready).
- Use insights from audits, metrics and operational feedback to inform continuous improvement actions.
- undefined

Essential Requirements:

· % compliance of Medical Affairs activities with governance standards and SOPs

- Number and trend of governance deviations
- Audit and inspection readiness status at any point in time
- % of audit findings closed within agreed timelines
- Number of overdue CAPAs
- Recurrence rate of similar audit findings
- % of SOPs reviewed and updated as planned
- Adoption rate of harmonized Medical Affairs ways of working
- % on-time completion of mandatory governance and compliance training
- Trend in governance issues linked to capability or training gaps
- Timeliness of governance support to medical initiatives
- Use of governance metrics and insights to drive improvement actions

Role Requirements

Division
DIV_IM
Business Unit

Other
Location
LOC_IN
Site
Mumbai (Head Office)
Company / Legal Entity
IN10 (FCRS = IN010) Novartis Healthcare Private Limited
Functional Area
FCT_RD
Job Type
Full time
Employment Type
Regular
Shift Work
No
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