

Regulatory Affairs Knowledge Management Capability Lead

Job ID
REQ-10084512
июл 28, 2026
Великобритания
Available in: English

Сводка

Job Description Summary

#LI-Hybrid (12 days per month on-site if living within 50 miles of our London office)
#LI-Remote (Homeworker if living further than 50 miles of our London office)
Office Location: London (The Westworks), United Kingdom

As a member of the Knowledge & Content Management Platform team, the Knowledge Management Capability Lead contributes to the strategic vision of Regulatory Affairs and supports the digitalization and centralization of Knowledge Management in RA, by overseeing one or several product(s) underlying the Capability. The Knowledge Management Capability is supporting knowledge gathering and sharing across the organization, as well as the leveraging of collaboration tools. This capability is defining the strategy for successful deployment and usage of knowledge management technologies, best practices, and advising on information structure. The capability is also supporting regulatory requirements gathering and availability, as well as advocating for an harmonized approach through the leveraging of state-of-the-art enterprise tools. The Capability should also ensure high user adoption & scale-up, and easy retrieval of information potentially leveraging Artificial Intelligence. The Knowledge Management Capability Lead is accountable to ensure that the Capability strategy delivers business benefits, and to drive harmonization and continuous improvements.

About the Role

1. Team Leadership:

- Responsible to ensure alignment of a team with organizational goals and business priorities related to Knowledge Management
- Support the strategic vision for the Knowledge & Content Management Platform, from a Capability level
- Act as a Change Lead to drive system adoption, communication and training, at the capability level: implement change management strategies to ensure smooth adoption of technology initiatives

2. Roadmap Development:

- Define, prioritize, and deploy an integrated capability roadmap working in close collaboration with relevant stakeholders and DDIT partners, ensuring alignment with the Knowledge & Content Management Platform, Development and Enterprise technology strategy roadmaps

3. Stakeholder engagement:

- Represent the Capability in digital governance boards and leadership meetings across the organization
- Represent the Capability in digital networks, externally (e.g. across Industries) as needed
- Communicate effectively to ensure understanding and support for new technology initiatives
- Support continuous expansion of knowledge and foster the adoption of a digital mindset within the Regulatory Affairs team

4. Collaboration and Partnerships:

- Build and maintain collaborative and productive partnerships within the Capability and the Platform, and with relevant stakeholders to achieve business priorities.
- Oversee vendors at the capability level, across product(s), in collaboration with IT and the External Partnerships Teams
- Oversee integrations with products underlying the Capability.

5. Quality and Compliance:

- Ensure on-time, compliant, secure, and quality delivery of portfolio for the assigned capability/product(s), aligned with the NVS Quality Manual
- Contribute to the change management strategy to ensure smooth adoption of technology initiatives, as required
- Ensure adherence to Security and Compliance policies and procedures within the scope of the Capability, and prepare for audit readiness and inspection requirements (incl. Related mitigations or actions triggered by audits & inspections).

6. Product responsibility:

- Responsible for Product(s) within the Capability. Can act as a product manager and a product owner
- Ensure on time, compliant, secure, and quality delivery of portfolio for the assigned product(s), partnering with relevant IT functions.
- Responsible to approve product-related requirements across product(s) underlying the Capability

7. Project and Program Support:

- Responsible for configuration, decision making and outcome, impacting the capability, with involvement of relevant Business Process Owner(s), business SMEs and stakeholders
- Provide support/resources for key projects and programs with impact to the underlying product(s), ensuring timely delivery of high-quality milestones in alignment with business requirements.
- Collaborate with business, IT, etc. to develop and define project scope, objectives, interdependencies for projects related to the capability and underlying product(s).

8. Demand Management:

- Effectively manage demand for technology services and operational support arising from various functions within Regulatory Affairs

- Monitor service delivery performance and backlog

9. Industry Trends:

- Stay updated with industry trends and emerging practices to drive agility, speed, efficiency, and effectiveness within the Capability

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 to £126,100

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.

Commitment to Diversity and Inclusion / EEO paragraph

Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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>

Benefits and Rewards: Learn about all the ways we'll help you thrive personally and professionally.
[Read our handbook \(PDF 30 MB\)](#)

Primary location salary range

£67,900.00 - £126,100.00

Дивизион

Development

Business Unit

Development

Место

Великобритания

Сайт

London (The Westworks)

Company / Legal Entity

GB16 (FCRS = GB016) Novartis Pharmaceuticals UK Ltd.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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