



Programme Office: Communications and Stakeholder Coordinator

Reporting to; Associate Director, Regulatory Information Management

Location; Harefield

Tenure; 12 month fixed term

MAIN PURPOSE:

This is an exciting opportunity to provide project communications support for two of Norgine's key 2017 projects:

- Identification of Medicinal Products (IDMP)
- Regulatory Information Management System (RIMS).

The Programme Office Communications and Stakeholder Coordinator will have responsibility for working with the IDMP and RIMS Project Managers to develop and maintain an integrated and detailed communications plan which identifies key objectives, messages, and audience requirements to support the implementation of business change across the organization.

KEY RESPONSIBILITIES & ACCOUNTABILITIES:

- Design the project communications approach, handling strategy and activity plan, based on project requirements.
- Work with IDMP and RIMS Project Managers to identify key change milestones and associated communication activities.
- Ensure that all project communication plans are regularly reviewed and updated.
- Work with Norgine Corporate Communications to identify opportunities/methods for delivering project communications across Norgine.
- Work with project subject matter experts to develop all communications and training materials required by the IDMP and RIMS project teams. Ensure that all project communications collateral is stored in the project SharePoint site(s).
- Advise and assure IDMP and RIMS Project Managers on progress of communications activities, and ensure that communications are delivered in a timely and accurate manner.
- Work with IDMP and RIMS Project Managers to ensure consistency of messaging and ensure that all messages are aligned and delivered to the appropriate standard.
- In partnership with the Project Managers:
 - Identify, analyse, develop and maintain stakeholder relationships.
 - Develop and implement project specific stakeholder engagement plans to support successful project delivery.
 - Ensure that potential stakeholder issues are identified and resolved.
 - Ensure feedback from communications is understood, evaluated and used to identify and drive improvements.
 - Provide project specific content for briefings for stakeholders, ensuring that it meets audience needs and accurately reflects project status and agreed narratives.

SKILLS & KNOWLEDGE

- Bachelor's degree in Computer Science, Business Administration, or related technical field or equivalent experience
- Experienced in content development (writing / multi-media / infographics)
- Skilled in strategic communications planning
- Proven track record of ability to communicate to a wide variety of stakeholders, at all levels (Internal and external)
- Ability to work in an integrated and collaborative way in a complex and high change environment
- Extensive experience in programme office communications, on large and complex projects with prior experience within the pharmaceutical or related industry
- General knowledge and understanding about pharmaceutical sciences including standardization (Pharmacopeia, Standard Terms, ISO, etc)
- Ability to simultaneously manage projects
- Demonstrated client relationship skills and the ability to maintain self during challenging situations
- High level of competence in MS Office Tools (Word, Excel, Project, PowerPoint, Visio, SharePoint)
- Practical operational experience of working across disciplines and across multiple regions/countries
- Team player with excellent interpersonal skills
- Self motivated and ability to work autonomously and within a team

Norgine is a European specialist pharmaceutical company that has been established for over 100 years. In 2015, Norgine's total revenue was EUR 320 million and the company employs over 1,000 people.

Norgine provides expertise and 'know how' in Europe to develop, manufacture and market products that offer real value to healthcare professionals, payers and patients. Norgine's approach and infrastructure is integrated and focused upon ensuring that Norgine wins partnership opportunities for growth.

Norgine is headquartered in the Netherlands and its global operations are based in Amsterdam and in Harefield, UK. Norgine owns a R&D site in Hengoed, Wales and two manufacturing sites, one in Hengoed, Wales and one in Dreux, France.

For more information, please visit www.norgine.com

In 2012, Norgine established a complementary business [Norgine Ventures](http://www.norgineventures.com), supporting innovative healthcare companies through the provision of debt-like financing in Europe and the US. For more information, please visit www.norgineventures.com.

Please note that we do try to provide specific feedback to all applications, however sometimes due to the volume of applications received we can respond only to those candidates who best match the

position requirements.