



Central Medical Affairs Executive

Reporting to; Associate Director, Central Medical Affairs

Location; Harefield

Tenure; Permanent

MAIN PURPOSE:

To support provision of Central Medical Affairs services throughout Norgine including Affiliate Medical Departments and to provide scientific support to the Global functions within Norgine.

KEY RESPONSIBILITIES & ACCOUNTABILITIES:

- Write and review materials including SRDs, DOF and training materials.
- Review materials for scientific accuracy and code compliance
- Monitor electronic tables of content and disseminate information as appropriate
- Write current awareness bulletins
- Contribute to training materials and the provision of training to internal staff and partners
- Log and provide responses to enquiries from partners, affiliates and external customers
- Perform literature searches
- Collate and disseminate conference reports
- To act generally on behalf of all Norgine legal entities including without limitation, inspections/audits etc.

MAIN TASKS

- Review central medical reference materials for non-promotional content, accuracy and appropriate referencing
- Contribute to the development, approval and update of Standard Response Documents, and other Central Medical reference materials for assigned products and therapy areas for use by affiliates and Global Marketing
- Monitor Global Medical Affairs mailbox, review assigned electronic alerts and disseminate information as appropriate, according to product responsibilities
- Work with Global Marketing on the production of materials in which there is a high degree of medical content and represent Medical Affairs at Brand team meetings as required
- Contribute to current awareness bulletins for assigned products
- Write and deliver product based, medical affairs and process training as required and provide timely updates to existing training materials
- Provide medical information and literature search support for assigned products and therapy areas to internal customers
- Undertake short-term projects within Central Medical Affairs as required

RELATIONSHIPS:

- CMA Team
- Affiliate medical teams
- Medical advisors

- Brand Managers and Global Marketing
- Global Pharmacovigilance
- Partners

SKILLS & KNOWLEDGE

Competencies

- Clear, accurate written and spoken English.
- Effective organisational skills to support assigned product development and ensure accuracy of delivery.
- Some experience in writing medical/scientific documents
- Working knowledge of the use of search engines to answer medical queries
- The ability to appropriately identify priorities, and manage work accordingly
- Good communication skills to enable effective contribution to the multiplicity of internal customers who require support.
- Competent with basic software packages (Word, Excel, Powerpoint)
- Experience with databases helpful but not essential

Skills and Experience

- A qualified pharmacist with European registration or similar scientific qualification is essential for the job
- Experience of working in the medical information or healthcare area preferred
- Knowledge of regulations as applicable to the provision of medical information to healthcare professionals and members of the public desirable
- Experience of Identifying adverse events and reports of special situations desirable
- Knowledge of applicable Codes of Practice and keeping up to date with applicable case law desirable
- Working knowledge of Zinc system to approve materials desirable
- Experience of presenting scientific information to internal and external customers desirable

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.

