

# Content & Education Specialist

Job ID  
REQ-10022779  
Dec 03, 2024  
India

## Summary

The role involves managing the electronic resources collection and licensed databases from third-party vendors using a range of technologies (e.g data catalogue, link resolver and other information management systems). The role will also help develop and deliver education and training on our broad portfolio of external and internal information tools and resources.

This Content & Education Specialist role will partner with technology vendors, information providers and information scientists to deliver a broad range of content services and custom education solutions.

## About the Role

Content & Education Specialist

Location – Hyderabad #LI Hybrid

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### Key Responsibilities:

- Catalogue and classify new e-Resources (ejournals, ebooks, databases, training materials)
- Contribute to maintenance and development of the Knowledge Gateway/Portal.
- Enrich e-Resources and training resources as specified by usage statistics and stakeholder management.
- Partner with technology vendors and information providers to deliver needs-based training and content to be easily distributed to various customer groups.
- Facilitate learning through a variety of delivery methods including classroom instruction, virtual training and on-the-job coaching.
- Conduct regular assessments and evaluations of content and training programs to ensure their effectiveness and make necessary improvements.

Commitment to Diversity & Inclusion: :

*We are committed to building an outstanding, inclusive work environment and diverse teams representative of*

*the patients and communities we serve.*

#### Role Requirements:

#### Essential Requirements:

- Strong knowledge/experience in information management systems and link resolver technologies.
- Demonstrated knowledge of biomedical classification and indexing systems.
- 3-5 years of work experience in a corporate (pharmaceutical, technical or medical) Information Centre.
- Strong domain knowledge in one or more core published information areas such as, Copyright, Competitor Intelligence, Biomedical Literature, Patent, Chemistry or Commercial resources.
- Strong networking skills to building synergies with other content and training teams.
- Proven ability to work with key stakeholders to identify gaps in information needs.

#### Desirable Requirements:

- Good analytical skills, good information science and technology skills.
- Proven talent to work independently & excellent interpersonal and communication skills.
- Experience in conducting user needs assessments.

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Division

Operations

Business Unit

CTS

Location  
India  
Site  
Hyderabad (Office)  
Company / Legal Entity  
IN10 (FCRS = IN010) Novartis Healthcare Private Limited  
Functional Area  
Marketing  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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5. <mailto:diversityandincl.india@novartis.com>

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