Associate Director, US and Global Medical Information

Location: Barcelona, Spain

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This is what you will do:

The Associate Director of Global Medical Information is responsible for managing US and Global Medical Information service functions within a given therapeutic area (TA), including but not limited to planning and implementation of medical information deliverables within set timelines via oversight of more junior staff and/or vendors. This role is responsible for developing and maintaining current, broad, and in-depth knowledge of pathophysiology, pharmacotherapy, and clinical outcomes associated with assigned Alexion products and disease states. As the TA representative for Global Medical Information, this advanced level of knowledge and awareness of US / Global medical inquiry trends are used to effectively influence strategic decision making in cross-functional meetings including but not limited to congress planning meetings, publication team meetings, and other Medical Affairs meetings within the assigned TA of expertise. In addition, the Associate Director is responsible for providing accurate, timely, balanced, and up-to-date medical and scientific information to internal and external customers, globally.

You will be responsible for:

- Maintaining an advanced level of therapeutic knowledge (clinical and theoretical) of pathophysiology, diagnosis, drug therapy, standards of care, competitive landscape, and desired patient outcomes in assigned therapeutic Area (TA).
- Delivering high-quality, balanced, and timely written or verbal medical and scientific information upon the request of health care professionals and consumers.
- Serving as the Global Medical Information expert in the given therapeutic area(s) (TA) and as the escalation point for triage of complex inquiries from junior team members; provides guidance to junior team members as needed.
- Developing a strategy, prioritization and project plan for the development / maintenance and review / approval for global medical information response documents.
- Autonomously planning and facilitating disease, product, response document and process-related training of medical information contact center associates.
- Leading / directing medical information booth activities on behalf of medical personnel at professional scientific meetings; including ensuring adequate

staffing levels, medical information resources are in-date, cross-functional colleagues are trained, and post-congress reports are completed within a timely manner.
- Proactively distributing important product and/or medical information to relevant internal Medical Affairs functions as necessary in support of product changes, safety issues and other sentinel events; enhances medical and product knowledge within the Sales Force, Marketing, Field Medical and other departments by disseminating relevant information on a consistent basis, as needed.
- Systematically compiling / assessing / maintaining / communicating metrics that monitor Medical Information trends. Has a detailed and in-depth understanding of historic trends and insights and is able to apply these analytics to the medical plan.
- Achieving and maintaining compliance with all applicable regulatory, legal and operational rules and procedures by ensuring that all plans and activities for and on behalf of Alexion are carried out with the best industry practices and the highest ethical standards.

You will need to have:

- Advanced scientific degree in pharmacy (PharmD) or related science (PhD, MD) with minimum 5 years medical information, medical affairs or relevant experience in the pharmaceutical / biotech industry
- Experience with drug development, health authority regulations and reporting requirements
- Experience with the process for developing medical information response documents through the use of regulatory label, published medical literature, clinical study reports, posters, and abstracts
- Proficient in collaboration, negotiating and influencing skills
- Excellent written and verbal communication skills
- Highly proficient in literature searching skills
- Highly detail-oriented in the development and review of medical information response documents
- Self-motivated to drive for results, with strong organizational and planning skills
- Highly proficient with Microsoft Office Suite
- Ability to travel to meetings / conferences (domestic and international) approximately 10% of the time
- The duties of this role are generally conducted in an office environment. As is typical of an office-based role, employees must be able, with or without an accommodation to: use a computer; engage in communications via phone, video, and electronic messaging; engage in problem solving and non-linear thought, analysis, and dialogue; collaborate with others; maintain general availability during standard business hours.

We would prefer for you to have:

- Experience providing Global medical information/medical communication support within a Global function
- Experience reviewing and approving Global promotional and non-promotional materials
- Experience leading medical information or medical review initiatives for a product launch
- Training or experience in assigned therapeutic area(s) or rare-disease, nephrology, hematology, oncology, neurology, enzyme-replacement therapies
- Demonstrated project management skills
- People management experience
- Prior experience working with medical information or medical communication systems / databases