

# Publishing & Content Management Specialist

Job ID

REQ-10075872

Jun 09, 2026

LOC\_IE

## About the Role

Job Title: Publishing & Content Management Specialist

Location: Dublin, Ireland

#LI-Hybrid

Relocation Support: This role is based in Dublin, Ireland. Novartis is unable to offer relocation support: please only apply if accessible.

Key Responsibilities:

- Build, organize and maintain a digital content library for all training materials, ensuring alignment with organizational and compliance requirements aligned to curriculum strategy
- Format, publish, and update training content using approved templates, tools, and systems.
- Establish review processes, to maintain version control, and content archiving in collaboration with learning delivery teams and LMS administrator
- Coordinate content updates and migration activities as directed by project teams or leadership
- Track and report on content usage, relevancy, and learner engagement metrics beyond initial training content rollout
- Coordinate data flow for dashboard reporting and tracking with content enablement team
- Ensure all library materials are accessible, searchable, and structured to serve as inputs to AI agents
- Work in coordination with the Marketing Technology teams to represent end user needs, recommend adjustments, and ensure efficacy of DAM interactive assistant
- Support audit readiness by maintaining accurate records of content versions, approvals, and publishing logs
- Support learning strategy through governance oversight and management around training content and ensure pull-through in all supplemental documentation

Essential Requirements

- 2-4 years experience in digital content publishing, content management, operations, or a related role.
- Experience using content management systems or learning technologies
- Proven collaboration skills, with ability to partner effectively across teams
- Experience working within the pharmaceutical, biotech, or healthcare industry.
- Fluent English (both written and spoken)
- Working knowledge of digital content publishing processes, tools, and standards
- Strong organizational and time management skills, with an adaptable and proactive mindset

## Desirable Requirements:

- Clear written and verbal communication skills; ability to provide effective user support and documentation with high attention to detail
- Ability to work independently and manage multiple priorities in a fast-paced environment
- Familiarity with and adaptability to new-generation technologies and trends (Gen AI and Agentic AI) is an added advantage.

## 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.

## Benefits and rewards:

Read our handbook to learn about all the ways we'll help you thrive personally and professionally:

<https://www.novartis.com/careers/benefits-rewards>

## Role Requirements

**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 \(PDF 30 MB\)](#)

Division

DIV\_IU

Business Unit

Marketing

Location

LOC\_IE

Site

Dublin (NOCC)

Company / Legal Entity

IE02 (FCRS = IE002) Novartis Ireland Ltd

Functional Area

FCT\_MM

Job Type

Full time

Employment Type

Regular

Shift Work

No

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2. <https://www.novartis.com/careers/benefits-rewards>
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