

Associate Director ERC Risk&Operations, Corporate Functions

Job ID
REQ-10020428

Aug 29, 2024

Malaysia

Summary

The role is responsible to establish and drive a consistent and integrated risk management and assurance framework for the ERC program across Corporate Functions (Finance, Legal, P&O, Strategy & Growth) including Corporate Affairs. In addition, this role is expected to have deep data analytics capabilities to drive monitoring and KPIs oversight as well as pro-active risk management (e.g., early detection of risks, red flags, updates on key trends, issues etc.) and provide actionable insights to key stakeholders.

This role also contributes to ERC operational initiatives across the above units, supporting the Head ERC Corporate Communications and Patient Advocacy and play a key role in the support and execution of Corporate ERC projects and coordinating ERC initiatives.

About the Role

Major Accountabilities

- Drive and support a consistent and unified risk management approach across Corporate Functions (e.g., Risk Assessment & Monitoring, Remediation Support, EPRM, IA and central review preparation support, ERM etc.).
- Lead the development and effective execution of a risk based annual monitoring plan across Corporate Functions and support countries in-scope in management of these audits/exercises.
- Pro-actively identify and detect risks, prioritize them, and work with broader ERC team, as appropriate, on pragmatic risk mitigation plans and execution.
- Oversee the preparation & monitoring of regular reports and metrics (KPIs, dashboards) in relation to the identified risk areas and trends (KRIs), leveraging internal / external data to enable proactive identification, provide actionable insights & follow through of needed actions.
- Collaborate and communicate effectively with Country/ Region ERC, Internal Audit, SpeakUp Office, Corporate Data Analytics & Insights team, Corporate ERC, and International ERC Risk & Operations team to identify/ share trends, root causes and associated risks, and incorporate these into the risk management framework.
- Be on point for any Business Continuity Management (BCM) & Novartis Emergency Management (NEM) activities, as applicable.
- Provide periodic updates to the Corporate Functions ERC LT and engage senior leaders in active identification and management of key risks and emerging risk.
- Support the Head ERC Corporate Communications and Patient Advocacy in designing ERC operations and key activities across the above units, that will help drive and embed a strong, fit for purpose and robust ERC program
- Proactively identify and drive impactful simplification initiatives relating to ERC processes and based on ERC assurance trends, enabling greater agility, efficiency, clear accountability and improved holistic risk mitigations

Experience required/preferred

- 7 years of top tier consulting experience, finance /audit or Ethics, Risk & Compliance (ERC) experience, preferably in pharmaceutical, device or healthcare industries with relevant exposure to ERC function or related components preferred
- Experience in a highly regulated industry with a dynamic, regulatory framework
- Proven ability to build and lead global teams, complex projects and collaborate within and across cross-functional teams and business units, in a matrixed environment
- Ability to question and improve the status quo
- Strong analytical skills (qualitative and quantitative aspects) and ability to communicate business requirements and methodologies
- Excellent MS PowerPoint skills
- Influencing without authority & strong stakeholder engagement
- Comfort dealing with ambiguity

Knowledge

- Knowledge of healthcare industry
- Very good knowledge of Ethics, Risk, Compliance Program structure and administration
- Familiarity with financial and/or other systems
- Certification status a plus
- Project Management, Risk Management & Crisis Management

Languages

English

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Division
Ethics Risk & Compliance

Business Unit
Corporate

Location
Malaysia

Site
Selangor

Company / Legal Entity
MY01 (FCRS = MY001) Novartis Corporation (Malaysia) Sdn. Bhd. (19710100054)

Alternative Location 1
Hyderabad (Office), India

Functional Area
Legal & Intellectual Property & Compl.

Job Type
Full time

Employment Type
Regular

Shift Work
No

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