

Associate Director, Data Privacy, Digital & AI

Job ID
REQ-10020493
Sep 04, 2024
USA

Summary

As a member of the US Data Privacy, Digital & AI team, the Associate Director, Data Privacy, Digital & AI provides advice and guidance on DPDAI topics to US Novartis stakeholders, assists with developing related training, policies, and guidelines. This person will also assist with tracking and operationalizing compliance with laws related to DPDAI topics, and identifies, assesses, and supports effective management of DPDAI risks to support innovation and preserve the integrity and reputation of Novartis.

About the Role

Key Responsibilities:

- Provide advice and guidance on DPDAI topics to US Novartis stakeholders and functions including but not limited to: sales and marketing, advertising technology, omnichannel engagement, data analytics/big data, clinical research & development, HIPAA, US federal and state privacy laws.
- Support incorporating DPDAI requirements within business processes where appropriate to support privacy and AI by design, particularly for management, oversight and governance of digital assets.
- Collaborate with the US DPDAI team to create, implement, and manage US guidance, policies, procedures, and training on DPDAI topics in line with the global Novartis DPDAI program and US business and regulatory requirements. Assist with implementing Novartis-wide DPDAI policies, standards, and processes in line with US business and regulatory requirements.
- Collaborate with business, global DPDAI, and ERC stakeholders to identify, assess, and support effective management of DPDAI risks, including compliance with US privacy and AI laws. Manage the implementation of DPDAI risk management and controls to allow appropriate remediation and reporting to DPDAI Monitoring & Reporting function. Collaborate with business partners to design and implement DPDAI-related controls and monitoring where applicable. Conduct privacy risk assessments as needed.
- Proactively monitor evolving US privacy and AI environment, enforcement trends and DPDAI compliance programs of other related companies to identify and share insights within Novartis DPDAI function.
- Actively contribute and support the Head, DPDAI Region Americas and US in designing and implementing a US DPDAI strategy, including risk management, to support ethical, responsible and sustained data use across the US organization.
- Develop trusted relationships with associates of all levels to promote a SpeakUp culture and collaborate with teams to strengthen a positive culture towards compliance and ethical decision making as an integral part of how we reimagine medicine for patients.

Role requirements:

- Provide problem solving, business-oriented DPDAI advice
- Setting priorities and managing a wide-ranging work load.

- Ability to proactively identify DPDAI risk and process gaps and take initiative to collaborate across functions to remediate
- Impact and effectiveness of the DPDAI program related to compliance with US privacy and AI laws
- Timeliness, quality and completeness of all activities
- Effective internal and external stakeholder relationship management

Essential Requirements:

- Bachelor's Degree
- At least 5 years' experience at a multi-national corporation, or consulting privacy or AI role, or combination thereof, including 2+ years advising on compliance, privacy, AI, data analytics/big data, or advertising technology

Desirable Requirements:

- Experience with OneTrust or other privacy/AI compliance management systems

Languages :

- English

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>

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Commitment to Diversity & Inclusion: Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between \$183,200.00 - \$274,800.00 / year; *however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities.* The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an "at-will position" and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

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EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers who are focused on building and advancing a culture of inclusion that values and celebrates individual differences, uniqueness, backgrounds and perspectives. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to fostering a diverse and inclusive workplace that reflects the world around us and connects us to the patients, customers and communities we serve.

Accessibility & Reasonable Accommodations

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to us.reasonableaccommodations@novartis.com or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

Ethics Risk & Compliance

Business Unit

Corporate

Location

USA

Site

East Hanover

Company / Legal Entity

U061 (FCRS = US002) Novartis Services, Inc.

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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