

External Workforce Management Process and Compliance Lead

Job ID
REQ-10025429
Oct 16, 2024
Czech Republic

Summary

The EWM Process and Compliance Lead spearheads operational excellence initiatives on behalf of Global Process owners and drives standardization and convergence for EWM processes. This role is accountable for delivering optimized and standardized process and ensuring compliance is embedded in the organization. The role involves working closely with key stakeholders in process design, governance, and process mapping to deliver best-in-class processes, as well as implementing and executing required controls

About the Role

Key Responsibilities:

- Build, standardize, and maintain respective processes on a global level on behalf of Global Process owners.
- Ensure the use of process standards and cross-organization communication to maintain alignment with the latest processes and policies.
- Reduce or eliminate local process variants over time. Monitor and report process performance against KPIs and health versus plans.
- Support Global Process Owners in designing, implementing, and maintaining global process governance.
- Improve global processes across the organization and create an environment that promotes continuous improvement of business processes. Ensure compliance with legal and financial regulations.
- Support the development and maintenance of a streamlined and simplified EWM compliance framework valid for NVS worldwide.
- Define and drive the implementation of the compliance framework consisting of standards and controls. Establish a harmonized, simplified, and where possible automated control framework in consultation with the global process owners as well as Corporate Financial Compliance (CFC). Develop and implement a training program on set standards, utilizing appropriate channels and managing best practice frameworks to strive for continuous simplification and streamlining of operations.
- Monitor the KPI dashboard, benchmark to internal and external sources, and continuously identify areas of improvement.
- Follow up on reviews performed by internal and external assurance providers (Internal/external audits, BPC reviews, etc.) and define necessary improvement actions. Drive change management and act as a change

agent

Minimum Requirements:

- Level of process standardization and reliability of processes.
- Effectiveness of standardization and process improvement initiatives.
- Timely/successful execution of projects globally / benefits realized.
- Customer satisfaction.
- Establishment of a clear, streamlined, and automated control environment
- Process management experience
- Compliance background
- Professional level of English both written and spoken

You'll receive:

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Company car or Car Allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

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