

Associate Director - Risk & Assurance, LACAN

Job ID
REQ-10033655
Dec 17, 2024
Panama

Summary

The role is responsible to execute an integrated risk management and assurance program for assigned countries within the region. This includes pro-actively identifying and managing key risks (incl. any emerging risks), leading the successful execution of Risk Assessment & Monitoring (RAM), local speak-up investigations and ERM for countries in-scope. In addition, role is responsible for developing and executing the approved annual assurance plan, sharing good practices and learnings in a timely manner and enabling the organization to continue to learn and strengthen our broader ERC program.

About the Role

Major Accountabilities

- Ensure Compliance Risk Assessment & Testing is executed for all countries in scope within the stipulated timelines
- Support countries in preparation of Internal Audit and Central Monitoring visits (incl. third party audits).
- Identify and flag opportunities for simplification of process, controls, learnings, and sharing best practices from previous IAs, CM visits, RAM testing, Speak-up cases etc.
- Ensure lessons learnt are appropriately cascaded within region and global.
- Pro-actively identify and detect risks, prioritize them, and work with broader ERC team, as appropriate, on pragmatic risk mitigation plans and execution.
- Ensure sustainable remediation plans for top risks – lead the development and execution of effective remediation activities e.g. issues identified during RAM Monitoring, IA or Central Monitoring reviews.
- Conduct local investigations and coordinate IRC meetings
- Provide country-wise snapshot on overall risks and control environment across key metrics (Key Risk Indicators), enabling pro-active risk identification & follow through of needed actions
- Identify areas of enterprise-wide risk management improvement programs
- Escalate to Senior Management risk topics not resolved and inform them regularly about key risks and mitigation actions.
- Provide periodic assurance updates @ Country / Cluster LTs and engage with senior leadership to drive management attention.
- Run training sessions/ workshops for enhancing risk awareness across assigned countries.

Key Performance Indicators

- Comprehensive fit for purpose Risk & Assurance strategy, and timely execution of key deliverables with high meaningful impact
- Effective support is provided to the countries in scope in relation to RAM Monitoring and management of SpeakUp cases.

- Trends are timely identified and acted on, as required. Insights and recommendations are provided to help ensure fit for purpose actions.
- Ability to prioritize key risks or issues that may have a significant impact on the organization.
- Collaboration with key partners, including Country / Region ERC, IA, Speak-up Office, and other peers within Risk & Operations
- Qualitative inputs from internal stakeholders are sought to identify continuous improvement opportunities in content and delivery of International Risk and Assurance support.
- Cluster team's (assigned countries) risk awareness, mindset, and ability to manage risks actively & effectively continues to mature and strengthen.

Ideal Background:

Education:

University Degree in relevant area required.

Languages:

Fluent English and Spanish.

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 its dynamics, regulatory framework
- Proven ability to lead complex projects and collaborate within and across cross-functional teams and business units, in a matrixed environment.

Knowledge:

- Knowledge of healthcare industry, laws and regulations
- Knowledge of Ethics, Risk, Compliance Program structure and administration
- Certification status a plus
- Project Management

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Division
Ethics Risk & Compliance
Business Unit
Innovative Medicines

Location
Panama
Site
Panama
Company / Legal Entity
PA13 (FCRS = PA013) Novartis Panama, S.A.
Alternative Location 1
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Functional Area
Legal & Intellectual Property & Compl.
Job Type
Full time
Employment Type
Regular
Shift Work
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