

# Senior Manager - Compliance and Risk Operations

Job ID  
REQ-10015211  
Sep 18, 2024  
India

## Summary

Responsible for performing activities related to risk and compliance operations, ensuring resource and time allocation for completing all activities according to Novartis global and local procedures, Good Documentation Practices and Health Authority regulations. This includes but is not limited to project coordination, liaising with Novartis stakeholders, compliance officers and external agencies to ensure compliance guidelines are met for any projects/process driven by Novartis businesses.

## About the Role

### Senior Manager - Compliance and Risk Operations

Location – Hyderabad #LI Hybrid

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## Key Responsibilities:

- Individual contributor and perform Legal and Compliance related activities for ERC Professionals and other Novartis Business Stakeholders by driving assurance and fostering monitoring capabilities.
- Serve as a focal point of contact for assigned projects and build strong partnership by providing consultation on delivery and progress with compliance, risk and advance analytical skills.
- Prepares and coordinates with stakeholders for existing/new projects and manage day-to-day deliverables as assigned.
- Provide subject matter expertise, support and consultation to colleagues as per the defined parameters of the project.
- Accountable for operational executions of the projects and facilitate change via technology or continuous improvement and simplification of the process. Ensure quality control (QC) checks for the assigned projects/deliverable to meet business expectations.
- Ensure consistently high level of business satisfaction through effective management of work and

corresponding demand.

- Follow and track key deliverables and the respective milestones. Ensure accurate and timely delivery and provide update on the delivery progress to the leadership and other stakeholders.
- Team player with ability to work in a complex matrix environment, interact with all levels of management and work on complex projects in a cross-functional team environment.

### **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.***

### **Essential Requirements:**

- 10 to 14 years of overall experience in project liaison, client liaison, compliance officer, process coordinator related activities in any industry
- Preferably in a project management environment or contributor in the area of Risk and Compliance.
- Experience working with global stakeholders
- Strong and proactive in performing project coordination

### **Desirable Requirements:**

- Excellent written and oral communication skills
- Risk Management and (or) compliance execution experience

### **Good project management skills and ability to manage multiple stakeholders effectively**

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Division

Operations

Business Unit

CTS

Location

India

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Novartis is 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 recruitment process, or in order to perform the essential functions of a position, please send an e-mail to [diversityandincl.india@novartis.com](mailto:diversityandincl.india@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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

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