

# Ethics, Risks & Compliance Manager, ACC

Job ID  
REQ-10021883  
Sep 19, 2024  
Panama

## Summary

The Ethics, Risks & Compliance Manager for ACC region enables, drives activities and supports the effective implementation of the ERC program supporting our business strategies by providing leadership and a risk-based approach for initiatives and Global/Regional projects in Ethics, Risk & Compliance to manage ethics, compliance and reputational risks.

## About the Role

### Major Accountabilities:

- Work in close collaboration with ACC Ethics, Risk & Compliance Head and representatives from other Functions.
- Collaborate as a Business Partner to implement a risk-based approach in their projects and initiatives while ensuring compliance with internal and external guidelines.
- Lead and manage ERC processes, initiatives and projects in ACC; establishing project scope, objectives, and deliverables; create comprehensive work plans and implement these project plans.
- Prepares status reports and presentations with project/initiatives progress, using data analytics and presentation for senior management; ensuring that evidence and documents are complete, current, and stored appropriately.
- Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt
- Ensure adherence to local ERC standards by aligning with internal policies and guidelines, relevant external legislations, and using internal tools and platforms such as the Code of Ethics, Conflict of Interest, Speak Up, Doing Business Ethically, and the BeSure platform.
- Deliver proactive risk management strategies specifically targeting ERC-related matters.
- Develop a training plan for the ERC program that aligns with both global and local needs and resources.
- Develop mitigation plans for activities, initiatives, and risk areas under the RAM process, and lead remediation efforts for areas outside of RAM, including internal audits, global monitoring or local reviews.
- Design and implement culture and learning initiatives like campaigns, engagement activities, case studies, risk-based workshops, and learnings, as outlined in the ERC Program.

### Minimum Requirements:

### Work Experience:

- Complete graduation in Legal, Business, Auditor or correlated areas
- Consolidated knowledge in Ethics, Compliance and Risk Management
- Experience in Project Management

- Experience in the pharmaceutical/healthcare sector is a plus
- Languages: Fluency in Spanish and English

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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.

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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