

Associate Director, Ethics Risk & Compliance, Operations

Job ID
REQ-10033835
Dec 12, 2024
USA

Summary

The Associate Dir, Ethics Risk and Compliance will collaborate with the Regional ERC Head LaCan to develop and implement a comprehensive strategy aimed at strengthening the Ethical Culture. This includes proactively identifying and managing risks across LaCan, and ensuring that all activities and processes comply with applicable ERC policies (such as the Code of Conduct, Conflict of Interest, Doing Business Ethically Policy, and relevant Handbooks), as well as laws, regulations, and industry codes

This role is required to be in our East Hanover, NJ office 3x/week.

About the Role

Key Responsibilities

- Role model highest standards of ethical behavior and conduct while providing expertise, consultation and assessments related to Ethics, Risk & Compliance matters.
- Drive the LaCan Regional agenda, which includes but not limited to ERC meetings, One Governance Committee, ERC LT meetings. Ensuring that agenda, pre-read and minutes are done in a timely manner.
- Act as a Regional SPOC for ATMP, being part of the pricing discussion, reviewing MOU, provide feedback on contractual engagement as well as being the business partner for regional initiatives.
- Act as a business partner for LaCan regional initiatives such as Market Research, Patient engagement, Communication, Medical, Customer Engagement, etc. and provide advice to ensure risk identification and mitigation as well as ensuring compliance with local regulation.
- Participate in timely forums with ERC International Operations, seeking input for unsolved regional queries, as well as exchanging on other operational topics including e.g. promotion of best practices, shared learnings, and/or addressing redundancies, inefficiencies, and fragmentation of approaches.
- Conduct local communication, training, and monitoring activities to support ERC awareness, risk identification and prevention goals.
- Drive and initiate LaCan ERC regional projects in a timely manner, which will promote Ethical Culture, Risk identification and Mitigation and Doing Business Ethically.
- Contribute strategically to the LaCan ERC LT priorities implementation.

Essential Requirements:

- Well established ERC 'tone at the top'

- Regular and documented discussion of ERC topics in Leadership Team meetings or Country ERC Committee.
- Timely and pragmatic provision of advice on ERC aspects of business decisions.
- Relevant functional inputs and active contribution to IM Leadership Team meetings are provided.
- In a timely and pragmatic manner, advice is provided on ERC aspects of business decisions.
- All applicable ERC processes are established and effective.
- Annual ERC training plan established executed.
- Audit-readiness status is achieved and maintained.

Desirable Requirements:

- Minimum 10 years of work in pharmaceutical, device or healthcare industries with relevant exposure to Ethics, Risk and Compliance function or related components preferred.
- Experience in a highly regulated industries (e.g. banking, FMCG)
- Proven ability to lead complex projects and collaborate with different Therapy Areas, in a matrix environment.
- Crisis management
- Experience in dealing with investigations of misconduct.

Languages:

- Fluent English.
- Spanish preferable

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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 \$166,400 - \$249,600 / year; however, while salary ranges are effective from 1/1/25 through 12/31/25, 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

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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

Innovative Medicines

Location

USA

State

New Jersey

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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