

Manager, Compliance and Risk Operations

Job ID

REQ-10054966

Jun 19, 2025

India

Summary

-Supports, enables and drives activities and supporting the effective implementation of key Programs supporting our business strategies by providing leadership for major initiatives and global projects in the area of Ethics Risk & Compliance to manage compliance and reputation risks.

About the Role

Location – Hyderabad #LI Hybrid

About the Role:

The Manager, Compliance & Risk Ops role supports the US Audit Readiness Lead with operational work critical to the Audit & Monitoring processes. They will be responsible for independently assessing escalated issues, communicating key information to the HYD Compliance Team Lead & US Audit Readiness Lead, and leading appropriate next steps based on scenario and stakeholder feedback.

Key Responsibilities:

- Serve as first escalation point for Hyderabad Audit Readiness Team, providing tactical support, next steps, and ensuring quality of deliverables
- Collaborate with US Audit Readiness Lead on preparing reports, providing trend analysis, and discussing findings with regulatory/compliance advisors and other stakeholders
- Validate proper documentation and execution of observation log management, to ensure most up-to-date and accurate information is captured
- Oversight and assurance of consistent per process day-to-day activities and responsibilities of audit readiness by team members – inclusive of monitoring daily email communications & meeting minutes
- Support audit readiness projects such as building audit dashboards, optimizations to team-related processes and systems, and the management and resolution of audit readiness anomalies
- Proficiency to perform all audit readiness activities and cover for other team members, as required: Monitoring various dashboards, cadenced in-channel monitoring, proactive audit readiness approach oversight, maintenance of documentation, and readout to various stakeholders in a timely and efficient manner

Essential Requirements:

- Bachelors Degree from an accredited University
- Preferred: Masters or Doctorate specializing in Law, Compliance, Pharmacy, or Health Administration
- 2+ Years supporting Compliance or Audit in the Life Sciences industry
- Strong understanding of US Compliance & Regulatory laws and processes

- Knowledge of the US Materials Approval Process and its role in maintaining compliance and auditability
- Strong problem-solving and analytical skills.
- Excellent communication and collaboration skills.
- Pro-active in handling complex situations & problems
- Ability to work under tight deadlines and manage multiple projects simultaneously.
- Proficiency in marketing automation tools and analytics platforms.
- Understanding the complexity of integrated working in a matrix and geographically dispersed environment.
- Familiarity with and adaptability to new-generation technologies and trends (Gen AI and Agentic AI) is an added advantage.

Commitment to Diversity and Inclusion:

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

Accessibility and accommodation:

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 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients' lives. Ready to create a brighter future together? <https://www.novartis.com/about/strategy/people-and-culture>

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Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

US

Business Unit

Universal Hierarchy Node

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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