

## Risk & Assurance Manager

Job ID  
REQ-10025509

3月 18, 2025

India

### 摘要

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.
- Under the direction of leadership and in close collaboration with the Country ERC Heads and Representatives from other Functions, the Legal and Compliance Project Manager has the following responsibilities: -Project Management: Establishes project management office and provides project management support ; Defines project scope, goals and deliverables; develops full scale work plans and executes project work plans; manages day-to-day operational aspects of a project independently and coordinates project staff; manages project budget, Plans and schedules timelines, Manages and directs external agencies towards the project objectives, reviews deliverables prepared by external agencies; Monitors and reports on progress of the project to Project Lead; prepares status reports with project progress and presentation for senior management; ensures project 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 -Distribution of marketing samples (where applicable)

#### 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.

## Minimum Requirements:

### Work Experience:

- 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

### Technical/Functional Skills

- Project Management
- Results driven, focused and problem solving
- Effective communication/presentation skills with all management levels
- Strong collaborator, networking and relationship management
- Strong analytical and testing skills (qualitative and quantitative aspects)
- Risk identification and monitoring techniques

### Competencies (based on Novartis Personal Effectiveness Competencies)

- Being Resilient
- Organizational Savvy
- Operational Excellence
- Stakeholder Engagement
- Applied Business Insights
- Continuous Learning/Dynamic Knowledge
- Digital and Technology savvy

### Languages :

- English.

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部门

Ethics Risk & Compliance

Business Unit

Universal Hierarchy Node

地点

India

站点

Mumbai (Head Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Alternative Location 1

Hyderabad (Office), India

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work  
No

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