

## Associate Director, Compliance Transparency & Automation

Job ID  
REQ-10062442

9月 26, 2025

USA

### 摘要

#LI-Hybrid

Join Novartis as the Associate Director, Compliance Transparency & Automation, and have the opportunity to develop and manage systems and capabilities for content compliance case management within the US Integrated Marketing. This key role is essential for defining business requirements, use cases, taxonomy, quality controls, reports and dashboards, key performance indicators (KPIs), and documenting processes, procedures, and related artifacts to ensure transparency and automation in incident management.

This position will be based in East Hanover, NJ and will not have the ability to be located remotely. Please note that this role would not provide relocation, and only local candidates will be considered. This position will require 5% travel as defined by the business (domestic and/or international).

### About the Role

## Key Responsibilities:

- **Systems and Capabilities Business Ownership:** Lead the development and implementation of systems and capabilities to support content incident management, ensuring they are aligned with organizational goals and regulatory requirements, in partnership with IT, Data, and Compliance stakeholders. (DDIT, IDS, ERC)
- **Data Analysis and Reporting:** Provide comprehensive data analysis and generate KPIs to monitor content compliance performance. Ensure data accuracy and integrity in all reports.
- **Process and Procedure Management:** Establish and maintain processes, procedures, and related artifacts to ensure efficient and effective incident management. Continuously review and improve these processes to enhance transparency and automation.
- **Stakeholder Communication:** Communicate effectively with internal and external stakeholders, providing clear and concise updates on system capabilities, data analysis, and process improvements on a regular, defined cadence.
- **Compliance and Quality Assurance:** Ensure all systems and processes comply with regulatory requirements and internal policies. Conduct regular audits and reviews to maintain high standards of quality and compliance.
- **Continuous Improvement:** Identify opportunities for process improvements and implement best practices to enhance the efficiency and effectiveness of incident management.

## Essential Requirements:

- Bachelor's degree in a relevant field (e.g., Information Technology, Data Science, Business Administration). Advanced degree preferred.
- Minimum of 5 years of experience in a similar role within the pharmaceutical or healthcare industry, with a strong background in data analysis, systems development, and audit-ready process management
- Proficiency in data analysis tools and incident management systems with skills in data management, analytics, data visualization, and storytelling
- Experience with Quality Systems management - e.g. AQUA, FUSE, Veeva, PI/Labelling
- Skilled in capability development - evaluating, optimizing and scaling in continuous improvement model
- Pharmaceutical compliance expertise specific to audits and content compliance
- Background in cross-functional project management/capabilities delivery & adoption
- Strong analytical and problem-solving skills; excellent communication and interpersonal skills; ability to work independently and as part of a team with strong organizational and time management skills.

## Desirable Requirements:

- Leadership of globally distributed teams

**Novartis Compensation Summary:** The salary for this position is expected to range between \$160,300 and \$297,700 per year. The final salary offered is determined based on factors like, but not limited to, relevant skills and experience, and upon joining Novartis will be reviewed periodically. Novartis may change the published salary range based on company and market factors. Your

compensation will include a performance-based cash incentive and, depending on the level of the role, eligibility to be considered for annual equity awards. US-based eligible employees will receive a comprehensive benefits package that includes health, life and disability benefits, a 401(k) with company contribution and match, and a variety of other benefits. In addition, employees are eligible for a generous time off package including vacation, personal days, holidays and other leaves.

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>

Join our Novartis Network: Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

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>

## EEO Statement:

The Novartis Group of Companies are Equal Opportunity Employers. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status.

## Accessibility & Reasonable Accommodations

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](mailto: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.

US

Business Unit  
Universal Hierarchy Node

地点  
USA

状态  
New Jersey

站点  
East Hanover

Company / Legal Entity  
U014 (FCRS = US014) Novartis Pharmaceuticals Corporation

Functional Area  
Marketing

Job Type  
Full time

Employment Type  
Regular

Shift Work  
No

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