

# Associate Director, ESG Disclosures & Ratings (80-100%\*)

Job ID  
REQ-10013813  
Jul 23, 2024  
Switzerland

## Summary

Location: Basel, Switzerland #LI-Hybrid Novartis is recognized as a sector leader in material Environmental, Social and Governance (ESG) topics, increasing the value created for patients, society and Novartis. To maintain our leadership status across priority ESG ratings and evolve our non-financial disclosure strategy in a fast-changing and increasingly regulated environment, we need to enable systemic change across the organization. This role collaborates with and supports the internal community of ESG experts to drive key initiatives that are critical to our non-financial disclosure strategy, such as the update of our annual materiality assessment and creating the link to our ESG reporting strategy.

## About the Role

### Key Responsibilities:

#### MATERIALITY ASSESSMENT

- **Monitor Disclosure Requirements:** Collect and maintain an overview of disclosure requirements across various standards and ESG ratings, ensuring alignment with regulations.
- **Double Materiality:** Continuously refine our double materiality assessment (DMA) methodology to ensure compliance with the EU's Corporate Sustainability Reporting Directive (CSRD) and regularly execute and refresh our DMA.
- **Impacts, Risks and Opportunities (IROs):** Establish and maintain a repository of ESG impacts, risks, and opportunities (IROs) in collaboration with relevant business functions.

#### RISK MANAGEMENT INTEGRATION

- **Integration with Enterprise Risk Management (ERM):** Incorporate ESG risk identification and assessment processes into the overall ERM framework.
- **Quantification of IROs:** Enhance the quantification of IROs using scenario analysis and measurement of material ESG factors.
- **Value chain mapping:** Establish consistent mapping for our value chain to support the assessment of impacts, risks, and opportunities in our own operations, upstream and downstream value chain.

#### INSIGHTS GENERATION

- **Insights Sharing:** Establish a system for sharing insights to support the development of the overarching ESG strategy.
- **Monitor ESG developments:** Keep abreast of developments in ESG standards and best practices

related to risk management, materiality assessment, and related general disclosures under the CSRD.

- **Strengthen disclosure links:** Strengthen the connection between material disclosure requirements and our business model and strategy.

### **Essential Requirements:**

- Degree in Business, Finance, Law or Life Sciences or equivalent on-the-job experience
- Strong project management skills and the ability to transfer analytical insights into action
- Strong communicator, able to develop presentations for senior leaders and to present clearly and effectively
- Good understanding of trends and developments in the area of sustainability and ESG and significant previous exposure to ESG ratings, and Sustainability/ESG reporting
- Proactive self-starter, able to operate independently, strong attention to detail
- Proficiency in English (written and spoken)

### **Why Novartis?**

Our purpose is to reimagine medicine to improve and extend people's lives and our vision is to become the most valued and trusted medicines company in the world. How can we achieve this? With our people. It is our associates that drive us each day to reach our ambitions. Be a part of this mission and join us! Learn more here: <https://www.novartis.com/about/strategy/people-and-culture>

\*Some restrictions on flexible working options may apply and will be discussed during interview if applicable

### **You'll receive:**

You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. [Thrive Together \(novartis.com\)](https://www.novartis.com/about/strategy/people-and-culture)

### **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.

### **Accessibility and accommodation**

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to receive more detailed information about the essential functions of a position, please send an e-mail to [diversity.inclusion\\_ch@novartis.com](mailto:diversity.inclusion_ch@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

### **Join our Novartis Network:**

If this role is not suitable to your experience or career goals but you wish to stay connected to hear more about Novartis and our career opportunities, join the Novartis Network here: <https://talentnetwork.novartis.com/network>

**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>

Division

Corporate Affairs

Business Unit

Corporate

Location

Switzerland

Site

Basel (City)

Company / Legal Entity

C010 (FCRS = CH010) Novartis International AG

Functional Area

BD&L & Strategic Planning

Job Type

Full time

Employment Type

Regular

Shift Work

No

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

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8. [https://novartis.wd3.myworkdayjobs.com/en-US/Novartis\\_Careers/job/Basel-City/Associate-Director--ESG-Disclosures---Ratings--80-100---\\_REQ-10013813-1](https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Basel-City/Associate-Director--ESG-Disclosures---Ratings--80-100---_REQ-10013813-1)