

# Talent Acquisition Strategy & Operations Lead, Compliance and Knowledge Management

Job ID  
REQ-10034469  
Mar 05, 2025  
Ireland

## Summary

As the TA Strategy & Operations Lead for Compliance and Knowledge Management, you will ensure that TA operates with full compliance through processes, policies, guidelines, and audits, and communicate these effectively. You will address capability gaps by implementing innovative training solutions to make sure TA can hire top talent compliantly, ensuring all knowledge is shared and accessible to the TA organization. This role includes managing two direct reports and closely collaborating with the Talent Acquisition Leadership Team (TALT) and being part of TA's Extended Leadership Team (ELT).

## About the Role

### Key Responsibilities:

#### Audit and Compliance:

- Ensure all TA processes and guidelines are up-to-date and compliant with internal and external regulations by liaising with stakeholders such as Legal, Ethics Risk & Compliance, Audit teams and TA and reflect the latest industry standards.
- Initiate self-audits proactively to ensure audit readiness and communicate findings with respective TALT and ELT to collaborate on solutions effectively.
- Conduct regular audits to ensure adherence to established processes and guidelines.
- Develop and implement audit remediation plans to address non-compliance issues promptly and effectively.
- Lead the audit and compliance team to ensure effective oversight and implementation of policies.
- Manage all TA-related policies, such as the Employee Referral Program (ERP), Rehire Eligibility, and Agency Usage.
- Design and deliver comprehensive training programs for the TA function on updated processes and guidelines ensuring compliance and audit procedure knowledge. Monitor and adjustment training as required to improve effectiveness.
- Develop a communication strategy to ensure information is well-received and easily understood.

#### Knowledge Management:

- Oversee the repository of all knowledge pertaining to audit, compliance, and core TA capabilities.
- Guarantee timely and easy access to pertinent information for all members within the TA function.
- Deploy tools and systems to enhance efficient knowledge sharing and management.

#### Capability Planning:

- Develop and implement a plan to improve the skills and competencies of the TA team.
- Identify current capability gaps and devise strategies to address them.
- Collaborate with other departments to ensure alignment of TA capabilities with overall business objectives.

### **Essential Requirements:**

- Bachelor's degree in human resources, Business Administration, or a related field; advanced degree preferred.
- Extensive experience in talent acquisition, audit, compliance, or a related function,
- In-depth knowledge of audit and compliance standards, preferably in the pharmaceutical or healthcare industry.
- Strong grasp of knowledge management principles and best practices.
- Proven ability to design and deliver effective training programs.
- Excellent leadership and communication skills; capable of influencing and inspiring.
- Strong analytical and problem-solving skills.
- Experienced in project management, ideally on global initiatives.
- High integrity and confidentiality commitment.
- Workday experience preferred.

### **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 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 [di.cz@novartis.com](mailto:di.cz@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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