

Head ERC, Corporate Functions Risk & Operations

Job ID
REQ-10039002
Feb 19, 2025
India

Summary

The Head ERC, Corporate Functions (CFs), Risk & Operations is responsible to establish and drive a consistent and integrated risk management and assurance program across Corporate Functions ERC. This includes pro-actively identifying and managing key risks (incl. any emerging risks) and providing actionable insights to the ERC business partners and key stakeholders in Corporate Functions.

In addition, the role is responsible for leading and contributing to ERC Operational Excellence initiatives across Corporate Functions in close collaboration with Corporate ERC. The person will be the key representative on the group-wide operations projects, ensuring the needs of functions and businesses are clearly reflected in the Global ERC program

About the Role

Major Accountabilities:

- Drive a consistent and unified risk management approach across Corporate Functions ERC (e.g. RCF, Compliance reviews planning, Analytics and insights boards, DBE working groups, sample selection for monitoring process).
- Oversee the preparation & monitoring of regular reports and metrics (KPI dashboards) in relation to the identified risk areas and trends (KRIs), enabling proactive identification & follow through of needed actions.
- Coordinate Enterprise Risk Management (ERM) process for Corporate Functions and track action completion in the tool – coordinate meetings with risk / action owners, as necessary.
- Collaborate and communicate effectively with Corporate Functions ERC, Country/ Region ERC, Internal Audit, Speak Up Office, Corporate Data Science team, Corporate ERC, and peers within Risk & Operations to identify/ share trends, root causes and associated risks, and incorporate these into the risk management framework.
- Provide inputs to annual Internal Audit and Corporate ERC Assurance plans and support countries in-scope in management of these audits/ exercises.
- Design and lead Operational Excellence within Corporate Functions ERC with an enterprise mindset, enabling greater agility, efficiency, clear accountability and seek input on operational excellence topics to support group wide initiatives promoting best practices and learnings, calling out & addressing redundancies, inefficiencies and fragmentation of approaches that is inconsistent with our One Novartis/ One ERC mindset and spirit
- Stay abreast of business and functional priorities, emerging internal and external trends and risks, and good practices and ensuring impactful enhancements and ERC operations
- Oversee any Business Continuity Management (BCM) & Novartis Emergency Management (NEM)

activities, as applicable.

- Support the Corporate Functions ERC LT in designing ERC operations and key activities across the above units, that will help drive and embed a strong, fit for purpose and robust ERC program
- Run investigations of Speak up cases conducted in a Global Internal Review Community.

Minimum Requirements:

- 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 a dynamic, regulatory framework
- Proven ability to build and lead complex projects and collaborate within and across cross-functional teams and business units, in a matrixed environment
- Strong analytical skills (qualitative and quantitative aspects) and ability to communicate business requirements and methodologies

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Division

Ethics Risk & Compliance

Business Unit

Corporate

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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