

Senior Manager - Compliance and Risk Operations

Job ID

REQ-10015211

Jul 16, 2024

India

Resumen

Responsible for performing activities related to risk and compliance operations, ensuring resource and time allocation for completing all activities according to Novartis global and local procedures, Good Documentation Practices and Health Authority regulations. This includes but is not limited to project coordination, liaising with Novartis stakeholders, compliance officers and external agencies to ensure compliance guidelines are met for any projects/process driven by Novartis businesses.

About the Role

General:

Individual contributor and perform Legal and Compliance related activities for ERC Professionals and other Novartis Business Stakeholders by driving assurance and fostering monitoring capabilities. Serve as a focal point of contact for assigned projects and build strong partnership by providing consultation on delivery and progress with compliance, risk and advance analytical skills Prepares and coordinates with stakeholders for existing/new projects and manage day-to-day deliverables as assigned Provide subject matter expertise, support and consultation to colleagues as per the defined parameters of the project Accountable for operational executions of the projects and facilitate change via technology or continuous improvement and simplification of the process. Ensure quality control (QC) checks for the assigned projects/deliverable to meet business expectations. Ensure consistently high level of business satisfaction through effective management of work and corresponding demand Follow and track key deliverables and the respective milestones. Ensure accurate and timely delivery and provide update on the delivery progress to the leadership and other stakeholders Team player with ability to work in a complex matrix environment, interact with all levels of management and work on complex projects in a cross-functional team environment Responsible for the resource management across the projects within their respective groups. Responsible for raising the risks on time to ensure Business as usual. Define the KPIs and other success metrics for the monitoring process & ensure they are managed appropriately. Support the team lead and functionally mentor a team of minimum 5 - 7 associates to develop assurance capability and drive the maturity with latest trends and knowledge from the industry

Key Performance Indicators (Indicate how performance for this role will be measured)

Business Results:

Quality and success metrics met as per agreed expectations High client feedback scores All projects delivered as per client expectations All business key performance indicators (timeliness, accuracy, etc.) are met as per SLAs

Skills:

Excellent project management, risk mitigation and problem solving skills Exceptional time management, planning, organizational, negotiating and influencing skills. Must have strong interpersonal skills, a flexible, collaborative and team-oriented approach to problem-solving and an ability to work in a fast-paced, rapidly changing environment. Innovative thinking, attention to detail and maintain good quality standard.

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>

You'll receive: You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook. <https://www.novartis.com/careers/benefits-rewards>

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.

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>

División

Operations

Business Unit

CTS

Ubicación

India

Sitio

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

Propiedad legal e intelectual y cumplimiento

Job Type

Full time

Employment Type

Regular

Shift Work

No

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