

# Risk & Assurance Manager

Job ID  
REQ-10025509  
Jan 27, 2025  
India

## Summary

The role is responsible to execute an integrated risk management and assurance program for assigned countries within the region. This includes pro-actively identifying and managing key risks (incl. any emerging risks), leading the successful execution of Risk Assessment & Monitoring (RAM), local speak-up investigations and ERM for countries in-scope. In addition, role is responsible for developing and executing the approved annual assurance plan, sharing good practices and learnings in a timely manner and enabling the organization to continue to learn and strengthen our broader ERC program.

## About the Role

### Major accountabilities:

- Ensure Compliance Risk Assessment & Testing is executed for all countries in scope within the stipulated timelines
- Support countries in preparation of Internal Audit and Central Monitoring visits (incl. third party audits).
- Identify and flag opportunities for simplification of process, controls, learnings, and sharing best practices from previous IAs, CM visits, RAM testing, Speak-up cases etc.
- Ensure lessons learnt are appropriately cascaded within region and global.
- Pro-actively identify and detect risks, prioritize them, and work with broader ERC team, as appropriate, on pragmatic risk mitigation plans and execution.
- Ensure sustainable remediation plans for top risks – lead the development and execution of effective remediation activities e.g. issues identified during RAM Monitoring, IA or Central Monitoring reviews.
- Conduct local investigations and coordinate IRC meetings
- Provide country-wise snapshot on overall risks and control environment across key metrics (Key Risk Indicators), enabling pro-active risk identification & follow through of needed actions
- Identify areas of enterprise-wide risk management improvement programs
- Escalate to Senior Management risk topics not resolved and inform them regularly about key risks and mitigation actions.
- Provide periodic assurance updates @ Country / Cluster LTs and engage with senior leadership to drive management attention.
- Run training sessions/ workshops for enhancing risk awareness across assigned countries.
- Under the direction of leadership and in close collaboration with the Country ERC Heads and Representatives from other Functions, the Legal and Compliance Project Manager has the following responsibilities: -Project Management: Establishes project management office and provides project management support ; Defines project scope, goals and deliverables; develops full scale work plans and executes project work plans; manages day-to-day operational aspects of a project independently and coordinates project staff; manages project budget, Plans and schedules timelines, Manages and directs

external agencies towards the project objectives, reviews deliverables prepared by external agencies; Monitors and reports on progress of the project to Project Lead; prepares status reports with project progress and presentation for senior management; ensures project documents are complete, current, and stored appropriately -Reporting of technical complaints / adverse events / special case scenarios related to Novartis products within 24 hours of receipt -Distribution of marketing samples (where applicable)

### **Key performance indicators:**

- Comprehensive fit for purpose Risk & Assurance strategy, and timely execution of key deliverables with high meaningful impact
- Effective support is provided to the countries in scope in relation to RAM Monitoring and management of SpeakUp cases.
- Trends are timely identified and acted on, as required. Insights and recommendations are provided to help ensure fit for purpose actions.
- Ability to prioritize key risks or issues that may have a significant impact on the organization.
- Collaboration with key partners, including Country / Region ERC, IA, Speak-up Office, and other peers within Risk & Operations
- Qualitative inputs from internal stakeholders are sought to identify continuous improvement opportunities in content and delivery of International Risk and Assurance support.
- Cluster team's (assigned countries) risk awareness, mindset, and ability to manage risks actively & effectively continues to mature and strengthen.

### **Minimum Requirements:**

#### **Work Experience:**

- 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 its dynamics, regulatory framework
- Proven ability to lead complex projects and collaborate within and across cross-functional teams and business units, in a matrixed environment.

#### **Knowledge**

- Knowledge of healthcare industry, laws and regulations
- Knowledge of Ethics, Risk, Compliance Program structure and administration
- Certification status a plus
- Project Management

#### **Technical/Functional Skills**

- Project Management
- Results driven, focused and problem solving
- Effective communication/presentation skills with all management levels
- Strong collaborator, networking and relationship management
- Strong analytical and testing skills (qualitative and quantitative aspects)
- Risk identification and monitoring techniques

#### **Competencies (based on Novartis Personal Effectiveness Competencies)**

- Being Resilient

- Organizational Savvy
- Operational Excellence
- Stakeholder Engagement
- Applied Business Insights
- Continuous Learning/Dynamic Knowledge
- Digital and Technology savvy

**Languages :**

- English.

**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?

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Division

Ethics Risk & Compliance

Business Unit

Innovative Medicines

Location

India

Site

Mumbai (Head Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Alternative Location 1

Hyderabad (Office), India

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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

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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