

# Associate Director ERC, Corporate Functions

Job ID  
REQ-10028485  
Nov 05, 2024  
Czech Republic

## Summary

The Associate Director ERC Corporate Functions will provide independent, strategic business partnership to the respective Corporate Functions (CFs) across Strategy & Growth, P&O, Legal, Finance, ERC, Internal Audit and Chairman Office. In this role, the Associate Director ERC CFs will proactively identify and anticipate business needs and risks/potential risks to help the functions achieving their own objectives with high ethical standards and in compliance with Novartis Code of Ethics, all applicable Novartis policies, regulations and professional industry codes.

## About the Role

### Key Responsibilities:

- Provide ERC guidance, from early concept discussion to ensure successful achievement of CF's objectives, safe adoption of innovative solutions and that strategy and tactics meet Novartis high ethical standards, Novartis Code of Ethics, internal policies, local laws and regulations; support corporate functions' associates through effective training, pragmatic risk management and effective assurance program while fostering a culture of integrity.
- Proactively identify, assess, anticipate risks associated to CFs activities and manage and mitigate them in a pragmatic and effective manner. Ensure that within CFs there is a good understanding of ERC risks and support implementation of risk mitigation strategies.
- Embed the Novartis Code of Ethics and help create and sustain an ethical climate, where associates are able to bring their best and full self to work, speak their mind and embrace the values of honesty, open-mindedness, courage and accountability.
- Support implementation of internal initiatives to foster an ethical culture.
- Work collaboratively with all ERC colleagues ensuring seamless ERC support from strategy to execution; flow ensuring alignment of approach, avoid duplication of efforts, clarity and consistency in guardrails, agility in decision making and implementation.
- Establish and advise on compliance standards and processes based on internal policies and guidelines. Support smooth implementation and adoption of FMV tool, CoI tool, DBE policy and BeSure tool.

### Key Requirements:

- Degree in business/law or other compliance-relevant subject
- Professional level of English, both written & spoken 1/4

- Preferred 5 years professional experience in a compliance-related role or audit role or legal role or similar valuable experience having acquired a deep understanding of compliance risks and business activities
- Knowledge of healthcare industry, laws and regulations
- Strong knowledge of Novartis internal policies and international and local regulatory/compliance requirements
- Excellent interpersonal skills and ability to develop trusting relationships with stakeholders
- Strong partnering skills to identify and leverage knowledge from across the organization

**You'll receive:**

Monthly pension contribution matching your individual contribution up to 3% of your gross monthly base salary; Risk Life Insurance (full cost covered by Novartis); 5-week holiday per year; (1 week above the Labour Law requirement) ; 4 paid sick days within one calendar year in case of absence due to sickness without a medical sickness report; Cafeteria employee benefit program – choice of benefits from Benefit Plus Cafeteria in the amount of 12,500 CZK per year; Meal vouchers in amount of 105 CZK for each working day (full tax covered by company); Public Transportation allowance; MultiSport Card, Employee Share Purchase Plan. Find out more about Novartis Business Services: <https://www.novartis.cz/>

**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 any order to receive more detailed information about essential functions of a position, please send an e-mail to [inclusion.switzerland@novartis.com](mailto:inclusion.switzerland@novartis.com) and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

**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>

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**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

Ethics Risk & Compliance

Business Unit

Corporate

Location

Czech Republic

Site

Prague

Company / Legal Entity

CZ02 (FCRS = CZ002) Novartis s.r.o

Alternative Location 1

Dublin (NOCC), Ireland

Alternative Location 2

Ljubljana, Slovenia

Alternative Location 3

London (The Westworks), United Kingdom

Functional Area

Legal & Intellectual Property & Compl.

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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