

Country Ethics, Risk & Compliance Head

Job ID
REQ-10037534
Jan 23, 2025
South Africa

Summary

The Head of Ethics, Risk & Compliance (ERC) South Africa is responsible for developing, implementing and overseeing an effective ERC program, in alignment with the strategy and priorities from the Company and Function.

This includes ensuring adequate training and communication on ERC related standards and building capabilities to facilitate ethical decision making. As a trusted business partner, the Head of ERC will strive to identify and manage risks impacting the local organization, ensuring compliance with company policies and applicable laws and regulations.

The role entails ERC responsibility for a business whose overall size is 80 million USD

About the Role

Major accountabilities:

- As member of the Country Leadership Team, persuade and engage the leaders to continually monitor effectiveness of the ERC program, including cultural drivers of ethical decisions and integrity, for continuous improvement
- Provide comprehensive, contextual advice in order to influence actions regarding local business-owned implementation of ERC Policies and Guidelines
- Actively engage with local external and internal ERC networks, including the local industry association, to shape and influence the environment, and build trust around Novartis reputation
- Lead in developing, refining, and adapting standards related to ERC to meet evolving requirements; promote consistently high standards and operational excellence
- Conduct local communication, training, and monitoring activities to support ERC awareness, risk identification and prevention goals
- Find solutions to existing and new Ethics, Risk & Compliance issues and develop appropriate and innovative practices and guidelines.
- Ethics:
 - Nurture a culture of ethics by overseeing the implementation the Novartis Code of Ethics. Actively shape an environment that fosters ethical decisions making
 - Coordinate and offer support, direction and guidance to Novartis associates to ensure activities are conducted ethically and within the tenets of internal policies and applicable laws, regulations and industry codes.
- Risk Management:
 - Support South Africa CPO in establishing effective risk management strategies and operations.
- Compliance:
 - Overseeing the implementation of the Novartis ERC Program

- o Ensure ERC topics are regularly discussed and documented in Leadership Team meetings or Country ERC Committee meetings
- o Plan and execute risk-based monitoring of key business processes relying on centralized testing activities. Share insights with the local Leadership Team and recommend actions to address key issues and trends.
- External Partner Risk Management (EPRM)
 - o Support the rollout and implementation of EPRM processes. Provide advice and support where needed on EPRM matters
 - o Deal with escalations on third party engagements.
- Speak Up:
 - o Actively promote a speak-up culture within the organization
 - o Support and/or conduct to the investigation of Speak Up cases as needed, in a timely and effective manner
 - o Participate in the Investigation Review Committee (IRC), ensuring appropriate remediation activities are defined and case outcomes documented within the Speak Up case management system
- Transparency Reporting:
 - o Sponsor and oversee disclosure processes and ensure implementation of the Novartis position and guidelines as applicable
 - o Action on emerging risks identified in transparency.
- Other
 - o Provide basic functional coordination and oversight for ERC activities at local level
 - o Serve as ERC representative and member in local Leadership meetings
 - o Ensure that the local ERC Team is adequately resourced
 - o Develop Associates within the local team for potential succession in ERC, with a special focus on key talents
 - o Participate and contribute to the Compliance network from the local industry association.

Key performance indicators:

- Well established ERC 'tone at the top'
- Relevant functional inputs and active contribution to IM Leadership Team meetings are provided
- Evaluate and provide recommendations to ensure adequate ERC structure and resources to address business activities and related risks
- ERC topics are regularly discussed and documented in Leadership Team meetings or Country ERC Committee
- In a timely and pragmatic manner, advice is provided on ERC aspects of business decisions
- All applicable ERC processes are established and effective
- Annual monitoring plan is in place and executed. Major issues/gap identified are adequately addressed
- Annual ERC training plan established executed
- Audit-readiness status is achieved and maintained.

Minimum Requirements:

Education:

Bachelor Degree in Business, Law, Finance or other relevant subjects is required. Postgraduate degree is preferred.

Work Experience:

- Minimum 5 years of work in pharmaceutical, device or healthcare industries with relevant exposure to

Ethics, Risk and Compliance function or related components preferred

- Experience in a highly regulated industries (e.g. banking, FMCG)
- Proven ability to lead complex projects and collaborate with different Therapy Areas, in a matrix environment
- Crisis management
- Experience in dealing with investigations of misconduct

Skills:

- Familiarity with healthcare laws and regulations
- Knowledge of Compliance Program principles and structure; Compliance Certification status a plus
- Risk management, including third party risk management
- Project Management

Languages :

- English.

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Division

International

Business Unit

Innovative Medicines

Location

South Africa

Site

Midrand

Company / Legal Entity

ZA01 (FCRS = DEL) South Africa

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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representative of the patients and communities we serve.

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