

# Associate Director Risk, Policy & Controls

Job ID  
REQ-10013289  
Sep 04, 2024  
Ireland

## Summary

We're a team of dedicated and smart people united by a drive to achieve together. You will play an important role in leveraging synergies between risks, processes, policies, and controls to enhance enterprise governance and play an important role in the integrated assurance journey. You will support Risk Area owners with an integrated approach to risk, policy, and controls process, ensuring alignment with strategic objectives and identify and address top risks to facilitate strategic decision making and to optimize the overall governance process.

## About the Role

This role will be based in Dublin 4 within our Hybrid working model of 12 days a month in the Office.

### Key Responsibilities:

- Act as subject matter expert on the end-to-end Enterprise Risk, Policy & Controls process and framework.
- Support process enhancements and simplifications to further link and integrate risk management and policy and controls processes.
- Work closely with the Innovation, Technology and Data Science team to support strong data governance and data analytics for informed decision making by leveraging tools to support and automate.
- Collaborate with the global functions in helping them improving their governance by establishing/ maintaining relevant Policies and designing/ maintaining value-added controls and implementing (ONCE) processes and tools.
- Collaborate with global functions to ensure comprehensive risk coverage by ensuring all enterprise risk areas are governed by relevant Enterprise Policies with adequate internal controls that are maintained and kept up to date.
- Support facilitation of annual enterprise risk management (ERM) cycle for key countries and critical global functions, including the execution of risk workshops and follow-up on key risk mitigation actions.
- Analyze and report on risk trends, maintain the ERM dashboard, and contribute to Novartis' annual risk workshop with risk leadership team (RLT) and other subject matter experts to develop action plans for Novartis top risks.
- Contribute to ad hoc projects as needed.

### What you'll bring to the role:

#### Essential Criteria:

- Good experience in risk management or strategy, demonstrating an understanding of integrating risk

considerations into business processes with an understanding of document creation and management processes.

- Strong communication skills, with the ability to articulate complex concepts clearly across various audiences/environments showing adaptability and resilience in the face of challenges .
- Proven ability to collaborate with diverse and cross functional stakeholders at all levels of the organization.
- Strong analytical skills capable to break down complex issues to inform decision-making.
- Leading through influence to drive initiatives and achieve results.
- Fluent English both written & verbal.

Desirable Criteria:

- Good experience in internal controls management (One Novartis Controls Environment - ONCE).

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>

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:

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**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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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

Division

Ethics Risk & Compliance

Business Unit

Corporate

Location

Ireland

Site  
Dublin (Novartis Corporate Center (NOCC))  
Company / Legal Entity  
IE02 (FCRS = IE002) Novartis Ireland Ltd  
Functional Area  
Legal & Intellectual Property & Compl.  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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