

# Associate Director for Records & Information Management (Information Security and Compliance)

Job ID  
REQ-10016336  
Jul 23, 2024  
Czech Republic

## Summary

Associate Director for Records & Information Management

Location: Prague, Czechia; Hyderabad, India

About the role:

The Associate Director for Records & Information Management is part of a globally aligned team, with professionals based in the US, Czech Republic, India and Switzerland, aimed at supporting business change providing transactional support in Mergers & Acquisitions, to advocating stewardship of electronic and physical records at Novartis.

The role is responsible for creating, storing, retrieving, and disposing of an organization's information, data and records, in terms of any Information and Data created or received by Novartis in physical and electronic format that are required to be maintained as evidence of business events, decisions, transactions or that are required to be retained in accordance with applicable legal, regulatory, or business requirements.

## About the Role

### Key Responsibilities:

- Apply records management expertise in Novartis operations, governance and support of Mergers, Acquisitions and Divestitures, and partner with Legal to obtain Record and Information Management (RIM) conditions in contracts with buyer/seller.
- Act as CoE for Records & Information Management policies and processes (e.g. records retention), and maintain a Record Index with the complete metadata.
- Forsee business risk and support any potential legal dispute / conflicts, and manage risk of records under / over-preservation - non-compliance with legal and data privacy requirements, storage issues & high cost by implementing regular review process and identify records past retention and dispose records that met their retention requirements, unless subject to Legal Hold.
- Educate business on information management and the project. Create a repeatable, defensible, tailored approach for their records disposition strategy.
- Manage third party vendors for review of information, storage, and transportation.
- Maintain a Records Bureau for the support of information requests for Information Access Agreements

(IAA).

- Negotiation and coordination of transferring information with buyer/seller.
- Collaborate closely with business leaders to facilitate alignment with policies, risks as well as internal and external audits.
- Deliver effective security training and awareness programs and coordinate delivery across functions and countries.
- Support software asset and records management governance and deliver services to support business operations as well as for mergers, acquisitions, and divestitures.
- Reduce effort, cost and risk associated with managing Novartis records and support business access to records in a risk & cost-effective manner.

### **Essential requirements:**

- Bachelor's Degree in a relevant field or significant equivalent work experience (IT Risk Management, Record Management and Legal).
- Excellent written and verbal communication skills and ability to influence others whether in small groups or presenting to large audiences, as well as excellent negotiation and stakeholder management skills.
- Extensive experience in large international M&A and Divestitures deals, with knowledge about documents which need retention.
- Experience with record retention and archiving tools.
- Knowledge of compliance requirements, SOX, GxP and risk management frameworks.
- Experience working in global and cross functional teams.
- Strong international experience, a willingness to travel and the flexibility to deal with a diverse set of clients, advisers, and colleagues around the globe (International travel 10-20 % might be required).
- Superior analytical and creative problem-solving skills combined with a talent for absorbing new skill sets and areas of expertise efficiently

### **Commitment to Diversity & Inclusion:**

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

### **You'll receive (CZ only):**

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); Car Allowance; MultiSport Card. Find out more about Novartis Business Services:

<https://www.novartis.cz/>

### **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 learn more about Novartis and our career opportunities, join the Novartis Network here:

<https://talentnetwork.novartis.com/network>

**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 order to receive more detailed information about the essential functions of a position, please send an e-mail to 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>

**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>

Division

Operations

Business Unit

CTS

Location

Czech Republic

Site

Prague

Company / Legal Entity

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

Alternative Location 1

Hyderabad (Office), India

Job Type

Full time

Employment Type

Regular

Shift Work

No

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