

Associate Director, EPRM

Job ID

REQ-10073887

Sep 08, 2026

LOC_IN

About the Role

MAJOR ACCOUNTABILITIES

- Manage and evolve the EPRM process and methodology, including stakeholder engagement, work plan definition, and accountability for outcomes.
- Continuously monitor and recommend process and system enhancements, to improve operational excellence and user experience.
- Provide strategic support and contribute to EPRM initiatives and risk management activities across Risk Areas, as needed.
- Take full responsibility for the EPRM program communication and change management including managing Change Governance forum, documentation and tracking.
- Manage EPRM configuration listings including version control and proper documentation.
- Manage SpeakUp cases related to External Partners and collaborate with Global SpeakUp Office in end-to-end handling of such cases.
- Close monitor external regulations / legislation impacting EPRM framework, and work towards adaptation of existing EPRM program to comply with evolving regulations.
- Perform gap assessment of existing EPRM framework with the emerging regulations.
- Engage proactively with internal stakeholders (Risk Functions, EPRM Operations), ERC Heads and support Country Presidents on cross-divisional EPRM related governance topics.
- Advise and support business owner / legal/ procurement groups on implementation of EPRM contract toolkit and Novartis Third Party Code.
- Organize and manage stakeholder forums such as Risk Functions meetings, EPRM Champions network, etc.) to ensure open communication and collaboration among all stakeholders.
- Provide expert guidance to stakeholders (Business Owners, Risk Functions, EPRM Operations, etc.) on adherence to the contracting toolkit covering compliance requirements, negotiation support, and equivalency assessments to ensure consistent and risk-aligned third-party engagements.
- Drive organizational and operational readiness for emerging regulations by continuously monitoring regulatory developments, interpreting their impact, and leading cross-functional efforts to adapt the EPRM framework, ensuring timely and effective compliance.

KEY PERFORMANCE INDICATORS / MEASURES OF SUCCESS

- Project outcomes with positive impact on risk assurance, efficiency, and compliance with regulatory requirements.
- Stakeholder Feedback on communication and engagement including improvement on training.

- Effective implementation and continuous improvement of compliance and risk management processes.
- Other critical KPI's:
 - o Improvement in EPRM cycle-time
 - o Timeliness of communication for EPRM changes and engagement of various governance and engagement forums
 - o Timely and effective readiness for upcoming regulatory changes
 - o Training Completeness Rate for target audience (e.g., business owners / risk functions / operations)

EXPERIENCE:

- > 10 years of experience leading significant process improvements.
- Strong experience in leading design activities, solution architecture, process design, technology adoption/transformation, and implementation of new solutions.
- Experience in consulting, business, procurement, compliance, risk and project management with senior stakeholders.
- Project Management expertise.
- Strong communication and engagement experience leading change management, communication, and engagement initiatives working across stakeholders in a matrix environment.

LANGUAGES

- Fluent Spoken and Written English. Other languages are welcome.

Role Requirements

Division

DIV_EC

Business Unit

Audit & Compliance

Location

LOC_IN

Site

Hyderabad (Office)

Company / Legal Entity

IN10 (FCRS = IN010) Novartis Healthcare Private Limited

Functional Area

FCT_LI

Job Type

Full time

Employment Type

Regular

Shift Work

No

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