NOVARTIS

ERC Operations Business Partner (AT/CH) (m/f/d)

Job ID
REQ-10089418
Oct 09, 2026
LOC_AT

About the Role

Key Responsibilities

- Partner with site leaders to strengthen governance, compliance ownership and risk-based decision-making across Austria and Switzerland.
- Provide strategic Ethics, Risk and Compliance advice, insights and independent challenge to senior leaders and site teams.
- Embed compliance into leadership governance through clear accountability, escalation, action tracking and disciplined follow-up.
- Identify, assess and monitor compliance risks, supporting effective remediation, controls and sustained risk reduction.
- Strengthen speak-up culture by promoting psychological safety, managing relevant cases and supporting fair, consistent remediation.
- Shape and deliver ethical culture initiatives that reinforce integrity, accountability and ethical decision-making across sites.
- Drive targeted compliance training, communications and awareness initiatives in partnership with relevant local and global functions.
- Leverage digital and artificial intelligence-enabled tools and cross-functional collaboration to strengthen risk insights and compliance effectiveness.

Essential Requirements

- University degree in Business, Law, Science or another relevant field.
- ERC experience within the pharmaceutical, medical device or healthcare industry preferred
- Strong judgement to navigate complex situations and balance ethical, legal, risk and business considerations.
- Ability to confidently challenge and influence senior stakeholders while working effectively across functions and cultures.
- Strong analytical and digital capabilities, including experience using modern technology and artificial intelligence-enabled tools.
- Native-level German and proficiency in English.
- Willingness to travel to Switzerland on a regular basis

What We Offer

We are open for part-time and job-sharing models and support flexible and remote working where possible.

Rewards

At Novartis, we’re committed to reimagining medicine together - and rewarding the people who make it happen.

The rewards of being part of our team go far beyond base pay and incentives. We also offer a variety of competitive benefits in kind to help you thrive personally and professionally, such as insurance plans, retirement plans, wellbeing resources and

global recognition programs. In addition, we provide flexible and hybrid working options, where possible, and a minimum of 14 weeks paid parental leave.

Expected Annual Base Salary Range for role: 86,700 - 160,900 EUR Annual

The salary offered is determined based on gender-neutral objectives, such as relevant skills, competencies and experience in accordance with the Novartis pay setting policy and upon joining Novartis will be reviewed periodically.

In addition to your base salary, you may be eligible for a performance-based bonus depending on certain performance parameters. Further details will be provided during the application process.

Pay equity is a fundamental principle of our employment policy and reflects our commitment to create a diverse, equitable and inclusive environment that treats all employees with dignity and respect, as outlined in our Code of Ethics.

In accordance with Austrian law, we are obliged to disclose the minimum salary as stated in the collective bargaining agreement. For this position the minimum salary is 78,383.90 EUR/year (on a full-time basis).

Read our brochure to learn more about our global total rewards offering:
https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf

Note: Benefits and compensation may vary by country and are subject to local legal requirements, including provisions of collective bargaining agreements where applicable. A full overview of your compensation package, including any relevant collective bargaining agreement details applicable to your role based on your employment location and Novartis employer entity, will be communicated separately to you during the application process.

Commitment to Diversity and Inclusion:

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

Adjustments for Applicants with Disabilities:

If because of a medical condition, physical disability or a neurodiverse condition you require an adjustment during the recruitment process, please reach out to disabilities.austria@novartis.com and let us know the nature of your request as well as your contact information. The support which we can provide will include advice on suitable positions as well as guidance at all stages of the application process. Austrian law provides candidates the opportunity to involve the local disability representative, Behindertenvertrauensperson (BVP), in the application process. If you would like to request this, please let us know in advance as a note on your CV.

Role Requirements

Primary location salary range
€86,700.00 - €160,900.00
Division
DIV_EC
Business Unit
Other
Location
LOC_AT
Site
Schaftenau
Company / Legal Entity

AT33 (FCRS = AT033) Novartis Pharmaceutical Manufacturing GmbH
Functional Area
FCT_LI
Job Type
Full time
Employment Type
Regular
Shift Work
No
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