NOVARTIS

Manager, Compliance / Monitor

Job ID
REQ-10088840
Nov 09, 2026
LOC_JP

About the Role

Major Accountabilities:

1. ACRC & Local Monitoring

- Conduct risk assessments, self-assessments, and sample testing under the ACRC and Local Monitoring programs.
- Verify and assess whether business activities are conducted in accordance with applicable laws, regulations, and internal policies, and drive improvement initiatives and corrective actions as necessary.

2. SpeakUp Case Management & IRC Coordination

- Support the intake, assessment, and escalation of compliance and integrity concerns as the Local SpeakUp Office Contact.
- Manage misconduct investigations and compliance-related cases, supporting fact-finding, root cause analysis, and the implementation of corrective actions.
- Support the operation of the Internal Review Committee (IRC) and facilitate appropriate responses to significant compliance and integrity matters.

3. BCM & NEM Support

- Support the maintenance and enhancement of disaster response and business continuity capabilities through the administration of BCM and NEM programs.
- Collaborate with relevant functions and support timely and appropriate responses during emergency situations.

4. Internal Audit & Business Governance Support

- Promote the effectiveness of the compliance management framework by supporting Internal Audit activities and the completion of corrective actions.
- Leverage insights gained from Assurance activities to support the strengthening of Business Governance and drive continuous improvement initiatives.

Major Accountabilities:

1. ACRC & Local Monitoring

- ACRC及びLocal Monitoringにおけるリスク評価、セルフアセスメント並びにサンプルテストを実施
- 事業活動が法令、規制および社内ポリシー等に基づき適切に実施されていることを確認
- 検証すると共に、改善活動および是正措置を推進

2. SpeakUp Case Management & IRC Coordination

- Local Speak Up Office Contactとして、コンプライアンス及びインテグリティに関する懸念事項の受付、評価及びエスカレーションを支援
- 不正調査及びコンプライアンス事案への対応を実施し、事実確認、原因分析および是正措置の推進を支援
- IRCの運営を支援し、重要なコンプライアンス及びインテグリティの課題に対する適切な対応を推進

3. BCM & NEM support

- BCM及びNEMプログラムの運営を通じて、災害対応体制及び事業継続体制の維持強化を推進を支援
- 緊急事態発生時には関連部門と連携し、迅速かつ適切な対応を支援

4. IA & Business Governance Support

- Internal Audit対応および是正措置の完了支援を通じて、コンプライアンス管理体制の有効性向上を推進
- 各種Assurance活動から得られた知見を活用し、Business Governanceの強化及び継続的改善を支援する。

Additional Requirements / Expected Behaviors

- Demonstrate a deep understanding of business challenges and contribute to organizational value creation and growth by providing practical, constructive advice grounded in professional expertise.
- Embrace change with a positive mindset, adapt flexibly to new roles and responsibilities, proactively identify opportunities, and take initiative to pursue new challenges.
- Treat others with respect regardless of position or title, and collaborate across roles, functions, and organizational boundaries without being constrained by individual areas of responsibility.
- Welcome diverse perspectives and ideas, and contribute to fostering an open, constructive, and inclusive culture built on mutual respect.
- Build trust and deliver results not only through expertise and achievements, but also through respect for others and effective collaboration.
- Continuously invest in self-development by strengthening not only professional expertise but also broader capabilities such as critical thinking, problem-solving, and communication skills, while supporting the growth of others and promoting a culture of continuous learning.
- Recognize ERC as a strategic partner that contributes to the company’s growth, and help build an organization where talent developed through ERC is recognized as capable of succeeding across all areas of the company.
- To achieve this, continuously develop both hard and soft skills and strive to deliver exceptional results while positively influencing those around you.
- Recognize that ERC is an organization that requires not only technical expertise, but also business acumen, the ability to collaborate with diverse stakeholders, and the capability to address complex challenges. View this environment as an opportunity for personal growth and continue to take on challenges with ambition and determination.
- Act as a role model for Novartis Values & Behaviors and strive to be a trusted and respected colleague both within and beyond the ERC organization.

Additional Requirements / Expected Behaviors

- Businessの課題を深く理解し、専門性を活かした実践的かつ建設的なアドバイスを提供することで、組織全体の価値創出と成長に貢献すること
- 変化を前向きに受け入れ、新たな役割や責任にも柔軟に対応し、自ら機会を見出して主体的に挑戦すること
- 職責に関係なく他者を尊重し自らの担当領域にとらわれず役割や立場を超えて協働すること
- 多様な意見や考え方を歓迎し、相互尊重に基づくオープンで建設的な組織文化の醸成に貢献すること
- 専門性や実績だけでなく、周囲への敬意と信頼を通じて、共に成果を創出できる人材であること
- 常に自己研鑽に励み、専門性だけでなく、論理的思考力、課題解決力、コミュニケーション力などの幅広い能力を高めるとともに、他者の成長を支援し、学び合う文化の醸成に貢献すること
- ERCを会社の成長を支える戦略的パートナーと認識し、「ERCで活躍した人材は会社のどこでも活躍できる」と評価される組織を共につくること
- その為に、ハードスキル・ソフトスキルの双方を高め続けるとともに、高い成果と周囲へのポジティブな影響力の両方を発揮できる人材を目指すこと
- ERCは専門性だけでなく、ビジネス視点、多様なステークホルダーとの協働、複雑な課題への対応力が求められる組織であり、この環境を自己成長の機会と捉え、高い志を持って挑戦し続けること
- Novartis Values & Behaviorsを体現し、部内外を問わず信頼されるメンバーとなれるよう意識して行動すること

Role Requirements

Division
DIV_EC
Business Unit
Audit & Compliance
Location
LOC_JP
Site
Toranomon (NPKK Head Office)
Company / Legal Entity
JP05 (FCRS = JP005) Novartis Pharma K.K.
Functional Area
FCT_LI
Job Type
Full time
Employment Type
Regular
Shift Work
No
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