

Senior Specialist, IT Information Security Compliance

Job ID
REQ-10037954
Apr 16, 2025
Japan

Summary

Assist in activities to implement and monitor enterprise information security risk and control processes to protect patients and company information both internally and at third parties.

This role is under the APMA region. We contribute to ensuring ISC matters are handled in the region and countries under APMA – cyber security, assessments, regulatory compliance, information security awareness, information security champions community, records management.

エンタープライズ情報セキュリティリスクおよびコントロールプロセスの導入・監視活動を支援し、社内およびサードパーティにおける患者および業務情報を保護する。

この職務はAPMAリージョンに所属し、サイバーセキュリティ、アセスメント、法規制遵守、情報セキュリティアウェアネス、情報セキュリティチャンピオンコミュニティ、記録管理など、APMA傘下の地域や国々でISCに関する事項が確実に処理されるよう貢献します。

About the Role

Major accountabilities:

- Collaborate with business to understand threats and ensure Novartis most critical business processes and data is protected.
- Ensure implementation of the information management framework to safeguard the integrity, confidentiality and availability of information owned, controlled or processed by Novartis.
- Deliver effective security training and awareness programs and coordinate delivery across functions and countries. Maintain the information security champions communities.
- Support software asset and records management governance and deliver services to support business operations as well as for mergers, acquisitions and divestitures.
- Assess security risks around third parties and deliver services to reduce exposure
- Perform assessments and verification of achieved quality levels and risks in respect to external legislative and regulatory requirements, as well as internal policies
- Establish close collaboration with stakeholders to facilitate alignment with policies, risks as well as internal and external audits.
- Monitor adherence of the defined governance principles to ensure expected value is delivered -Take responsibility to ensure adherence with Security and Compliance policies and procedures within Information Management Policy scope.
- ノバルティスの重要なビジネスプロセスにおける脅威を理解し、機密データの保護・管理の活動を支援する。
- ノバルティスの情報管理フレームワークを推進し、業務部門に対して研修や啓発活動を行う。また、ノバルティスが所有、管理、処理する情報の完全性、機密性、可用性を確保すべく、業務上の情報セキュ

リティに関する質疑に対応したり、リクエストを処理する。

- グローバルで展開するセキュリティ研修やアウェアネスキャンペーンを国内で展開し、部門や国を越えて社員の情報セキュリティ知識や技術の向上に貢献する。
- 各部門を代表する情報セキュリティのチャンピオンが集うコミュニティを管理し、情報セキュリティに関する情報共有を行ったり意見交換会をリードする。
- 社内外の法令等を遵守し業務記録を適切に管理するよう、業務部門に対して研修や啓発活動を行う。
- サードパーティーや外部のクラウドサービス等の情報セキュリティリスク評価に関与し、業務プロセスへの導入に向けて担当部門をサポートする。
- 各ステークホルダーと密に連携し、社内のガバナンスやリスク管理、社内外の監査に協力する。
- 関連法令等および社内の情報管理方針等の各種セキュリティおよびコンプライアンス規程類のガバナンスに責任を持ち、定期的な品質モニタリングやセルフアセスメントをサポートする

Requirements:

- Degree or master's level qualification in a related discipline
- Professional certification such as CISA, CISSP, CRISC, CISM
- Japanese and Business level proficiency in English
- Multi-language communication skills. Ability to engage audiences of different sizes and across different levels of the organization
- Experience as an IT auditor / consultant, creative skills using a variety of media and making local security awareness campaigns attractive e.g. video, posters would be advantageous.
- Additional Asian languages are a plus
- Knowledge of Pharmaceutical industry (GMP, GxP) is preferable
- 関連分野の学位または修士号レベルの資格
- CISA、CISSP、CRISC、CISM、情報処理安全確保支援士、情報セキュリティマネジメント試験などの専門資格があれば望ましい
- 日本語およびビジネスレベルの英語力
- 日本語および英語でのプレゼンテーションを行った経験、組織の様々な規模やレベルの聴衆に対して説明したり、協力を仰ぎ、巻き込めるコミュニケーション能力
- 社内SE / IT監査人 / ITコンサルタントとしての実務経験、情報セキュリティ研修や啓発活動などを担当した経験
- 効果的なセキュリティアウェアネスキャンペーンを展開するためのクリエイティブなスキルを有し、様々なメディアを活用したビデオやポスター制作などの経験やスキルがあれば尚可
- 韓国語、北京語など アジア言語ができれば尚可
- 製薬業界（GMP、GxP）の知識があれば好ましい

Benefits and Rewards:

- You can find everything you need to know about our benefits and rewards in the Novartis Life Handbook.
[novartis-life-handbook.pdf](#)

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.

Accessibility and accommodation

- Novartis is committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in order to perform the essential functions of a position, please send an

e-mail to midcareer-r.japan@novartis.com 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>

Benefits and Rewards: Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

Division

Operations

Business Unit

Universal Hierarchy Node

Location

Japan

Site

Toranomon (NPKK Head Office)

Company / Legal Entity

JP05 (FCRS = JP005) Novartis Pharma K.K.

Functional Area

Technology Transformation

Job Type

Full time

Employment Type

Regular

Shift Work

No

[Apply to Job](#)

Job ID

REQ-10037954

Senior Specialist, IT Information Security Compliance

[Apply to Job](#)

Source URL: <https://prod1.novartis.com/ie-en/careers/career-search/job/details/req-10037954-senior-specialist-it-information-security-compliance>

List of links present in page

1. https://www.novartis.com/sites/novartis_com/files/novartis-life-handbook.pdf
2. <https://www.novartis.com/about/strategy/people-and-culture>
3. <https://talentnetwork.novartis.com/network>
4. <https://www.novartis.com/careers/benefits-rewards>
5. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Toranomon-NPKK-Head-Office/Senior-Specialist--IT-Information-Security-Compliance_REQ-10037954-2

6. https://novartis.wd3.myworkdayjobs.com/en-US/Novartis_Careers/job/Toranomon-NPKK-Head-Office/Senior-Specialist--IT-Information-Security-Compliance_REQ-10037954-2