



Diversity & Inclusion.

Wir schätzen die Vielfalt unserer Mitarbeiter und bieten deshalb faire Bedingungen und Chancengleichheit als wesentliche Faktoren eines positiven Arbeitsumfeldes.

Die Alcon Pharma GmbH setzt sich u. a. für die Integration schwerbehinderter Menschen ein.

Take control of your professional future in an innovative, global company.

Take control of your professional future in an innovative, global company. Alcon Pharma GmbH is part of the international Novartis Group. It stands for innovative medicine products and devices all around ophthalmology, contact lenses and contact lens care. Alcon is successful in more than 70 countries all over the world. Always looking for new ideas to create innovative solutions, we are now searching for our Legal and Compliance Department in Freiburg (im Breisgau) a

Head of Legal and Compliance (m/f)

Your challenges:

Monitor and influence legal developments; ensure that the business considers legal trends and risks in the business strategy

Represent Alcon Legal to outside stakeholders, in particular the government and industry associations

Directly handle legal issues related to the surgical and vision care businesses, litigation, corporate governance

Facilitates negotiations for agreements with customers or on promotion and other services etc.

Limit litigation risk exposure, including risk derived from distribution agreements, anti-trust issues

Manage legal housekeeping (e.g. archiving and creation of minutes of the local organization boards and shareholder meetings etc.)

Ensure adherence to Novartis Outside Counsel Policy, develop the Country Outside Counsel Panel and manage external law firms

Manage closely the legal budget and spending reports timely and relevant sales & market share reports, product mix analysis and market surveys to General Manager, Finance Manager, Area Senior Management and European Marketing, as needed, reporting responsibilities

Compliance Responsibilities:

Together with the Alcon Germany Compliance Officer – as a direct report – further develop and promote established Compliance standards based on internal policies such as Code of Conduct, Corporate Citizenship guidelines, marketing practices and all applicable local laws and regulations

Oversee local requirements relating to national law and national industry codes and ensure that all business practices conducted in the country comply with such requirements and with the global minimal standards as contained in company-wide policies

Facilitate the establishment and communication of local processes and SOPs, covering Promotional Content, Interactions with HCPs/Patients and Grants and any additional local requirements

Establish local annual training plans, covering compliance standards

Conduct on-boarding and refresher training on compliance standards, such as Code of Conduct, Corporate Citizenship guidelines, promotional practices and other relevant compliance related areas

Champion ethical tone throughout the organization, e.g. promote compliance standards through effective communication by actively involving Senior/Middle Management to leverage messages on compliance and maintain high level of awareness

- Foster ethical behavior through inclusion of criteria related to compliance in associates objectives / incentives
- Conduct compliance-related risk assessment
- Develop measures to self-monitor the compliance program in the country and implement corrective actions if necessary
- Ensure communication and implementation of Business Practices Office process for reporting allegations of misconduct
- Investigation of alleged misconduct based on allocation of responsibility by Business Practices Office
- Support Management regarding disciplinary measures of misconduct
- Consider appropriate ways by which associates learn about possible consequences of Compliance related misconduct or best practices
- Engage in internal and external Compliance initiatives and networks to share best practices/learning

You will need:

- University degree and Bar admission in Germany
- Extensive experience in legal practice (> 8 years)
- Preferably significant (> 3 years) experience in legal practice related to the pharmaceutical or medical device/technology industry
- Proven ability to proactively provide insightful and timely legal support to stakeholders across a functionally and geographically-dispersed organization
- Excellent verbal and written communication skills
- Speak-up culture, persuasive negotiator and ability to influence internal and external stakeholders
- Solid understanding of the medical device industry and customer needs with an ability to deduce the implications for Alcon and implement solutions
- Strong leadership skills
- Sound experience in litigation
- Passion for business integrity topic and impeccable integrity track record
- Ability to represent Alcon externally on integrity / compliance topics
- Experience with corporate responsibility and with balancing global standards and local cultures
- German and English (must be fluent in English)

Come and join us and help us to shape our future together - one that's full of opportunities! Interested? Please [apply online](#) and let us know your earliest possible start date. We look forward to hearing from you!