



Job details

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Job 1 of 1

Job ID	205920BR
Position Title	Intelligence Analyst, Global Security
Division	NBS
Business Unit	LEGAL NBS
Country	Switzerland
Work Location	Basel
Company/Legal Entity	Novartis Pharma AG
Functional Area	Legal & Intellectual Property & Compliance
Job Type	Full Time
Employment Type	Regular
Job Description	<p>A global healthcare leader, Novartis has one of the most exciting product pipelines in the industry today. A pipeline of innovative medicines brought to life by diverse, talented, performance driven people. All of which makes us one of the most rewarding employers in our field. We're committed to peak performance, improving the quality of life, and embracing and leveraging diverse backgrounds, cultures and talents to achieve competitive advantage.</p> <p>The Intelligence Analyst (IA) is responsible for the research and collection of threat information from multiple sources, based on agreed intelligence requirements, and for processing this into timely, clear, accurate and actionable security intelligence, threat assessments, management briefings, security alerts, country risk assessments, source reports, multi-media presentations, workshops, training and other relevant security and awareness. The effect of which is to inform and enable business decisions regarding risk mitigation mechanisms and security controls, based on sound threat analysis and potential impact to the business. The focus of the IA role is to protect Novartis associates, estate, products, intellectual property, reputation and patients globally from the threat of criminal actions emanating from: cybercrime, the falsification and counterfeiting of Novartis products, attacks against travelling associates, unscrupulous vendors/counterparties, 'insider' threats regarding fraud and corruption, and asymmetric threats from extremism, extortion, blackmail, bribery, indiscriminate terrorism and other criminal activity.</p> <p>Your Tasks and Responsibilities:</p> <ul style="list-style-type: none"> • Employ a range of skills and techniques - including tasking external sources and agencies - to build a detailed intelligence picture regarding threats to Novartis. • Working on assigned priorities and to an agreed plan, manage the 'intelligence cycle' through the systematic collection, collation, evaluation, interpretation and analysis of information and process this into timely, accurate, and relevant intelligence. • Based upon timely and accurate intelligence, recommend options and courses of action to the Global Head Intelligence & Security Risk. • Produce high quality threat assessments, security alerts, management briefings, country risk assessments, multi-media

presentations and other relevant security and awareness products for dissemination to relevant audiences across Novartis.

- Review and manage Global Security intelligence requirements to ensure that efforts are focused and prioritized on an agreed intelligence plan that will lead to tangible operational outcomes; representing business value and return on investment.
- Produce and implement the intelligence team's daily operating 'rhythm', including the function's operating procedures and working practices documentation.
- Work closely with Global Security functions and Global Security Field Intelligence Officer (FIOs) to plan, direct and prioritize operational activity globally.
- Responsible for data-entry and maintaining, reviewing and updating databases relating to threat entities and their relationships through events and time (using 'i2' and 'analyst notebook' applications).
- Develop and maintain excellent working and reciprocal relationships with peer professionals, law enforcement, intelligence and security agencies, regulatory authorities, customs organizations, commercial vendors and other relevant bodies.

Minimum requirements

- **University degree (Bachelor's/Master's) in relevant subject.**
- **A career intelligence / investigations expert: 5-10 years who is considered an expert in Open Source Intelligence (OSINT) and Social Media Monitoring**
- **Very good command of English (written and spoken), other languages desirable**
- **Proven experience in intelligence work applicable to role is essential: e.g. counter-terrorism/ criminal investigations / corporate investigations other relevant area.**
- **Experience in a Military/law enforcement/security intelligence/banking/regulatory/commercial intelligence background desirable.**
- **Applicants should be expert and will need to demonstrate experience in Open Source Intelligence (OSINT) and Social Media Monitoring, including:**
 - Search engines and browsers for research, analysis and monitoring
 - Search operators and databases
 - Advanced search tools and techniques (incl multi-media searching)
 - Global searching and translation tools
 - Logging and recording research
 - Relevant legislation and data privacy
 - i2 Analyst Notebook / iBase (e.g, Manual process and link matrix, fundamentals of link charting, Social network analysis, pattern and trend analysis)
- **Outstanding written and verbal communications (i.e. report writing / ppt. presentations)**
- **Experience in an international / global environment**
- **People, influencing and change management experience essential**
- **Ability to influence at senior exec level**
- **Confident and highly proactive**
- **Fast work rate with a calm demeanor**

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