

## **Pfizer UK Undergraduate Programme 2019/2020**

### **Corporate Affairs Business Support Executive Undergraduate** Corporate Affairs

#### **Department Overview**

Corporate Affairs helps form the external face of Pfizer and is responsible for business communications, public affairs and policy and colleague and community engagement.

Corporate Affairs is made up of the following teams:

- External Communications & Government Affairs
- Healthcare Policy & Public Affairs
- Colleague & Community Engagement

The role of the external communications team is to develop and implement high value strategic communication programmes to support Pfizer's business priorities at Corporate, Business Unit and brand levels, and to help shape the operating environment and positively impact the company's reputation in the UK. The team also manages a busy press office, dealing with media enquiries and proactively identifying opportunities to communicate about Pfizer corporate initiatives.

Through these activities we increase awareness and understanding of Pfizer and our role in healthcare as an innovative biopharmaceutical company that discovers, develops and provides medicines, vaccines and consumer healthcare products that help save and transform the lives of millions of people in the UK and around the world every year.

The Government Affairs team work to promote the reputation of Pfizer with political audiences and those who influence them. The team work with an effective network of politicians, government officials, professional bodies, trade associations and think-tanks to leverage thought leadership and drive a political engagement programme for the UK.

The Healthcare Policy & Public Affairs team advise Pfizer on policy developments, engage with the national policy agenda, and build relationships with key policy-makers. The team help support Pfizer Business Units to understand and shape the UK healthcare policy environment so that patients can benefit from therapies which significantly improve their lives. Specially, the team provides intelligence about healthcare policy developments to inform commercial decision-making, identifies and shapes key healthcare policy themes faced across multiple Business Units, and delivers targeted market access and public affairs campaigns for individual Business Units.

There are two roles available to support the corporate affairs directorate:

- External Communications & Government Affairs Support Executive
- Healthcare Policy & Public Affairs Support Executive

Please note that although there will be one role assigned to the external communications & government affairs team and one role assigned to the healthcare policy & public affairs team, both individuals will have the opportunity to gain experience in communications, media, policy & public affairs activities.

## **What can I achieve and what will I be responsible for whilst completing a placement at Pfizer?**

Working across the Corporate Affairs Directorate will be a fantastic opportunity to experience and get involved with nationally significant media and Government engagement activities and policy development.

The role will be broad to allow you to develop a wide range of skills and to improve your knowledge of both corporate affairs as a function and the pharmaceutical industry. You will have the opportunity to support and lead on a number of key activities and initiatives – you will learn about communications excellence, be a part of a busy press office, assist with developing and implementing corporate affairs strategies, track and plan for key engagements with external stakeholders and ensure effective sharing of key opportunities and issues with the business. It will be a unique opportunity to work in a corporate environment with leading professionals in healthcare communications and public affairs.

Other responsibilities will include:

- Daily media monitoring for coverage and articles of interest
- Supporting in the development of media materials
- Providing timely and relevant updates to UK, regional and global colleagues on key activities
- Managing the corporate affairs stakeholder tracker
- Support the organisation of Pfizer sponsored events and political engagements
- Monitoring the healthcare policy environment and helping draft policy reports
- Assisting with the preparation of presentations
- Meeting and meeting agenda organisation
- Support with issues management

## **What other opportunities and benefits do Pfizer offer?**

Beyond the day to day role, you will also have the opportunity to:

- Attend meetings with therapy area leaders to discuss business unit specific strategy, plans and associated activities
- Gain experience of the important work undertaken by the Colleague & Community Engagement team, including supporting on key internal events and CSR initiatives
- Attend the annual National Conference with Pfizer colleagues across the UK business
- Work closely with external agencies, including the potential for brief work experience within a key agency

## **When can I start?**

Placements will start on 2nd September 2019 and will run for 12 months.

## PERSON SPECIFICATION

Type of person we are looking for, in relation to 'Skills', 'Knowledge' and 'Motivation':

- On target for a 2:1 Degree Classification
- Excellent project management skills, including planning and prioritisation
- Good written and verbal communication skills
- Good knowledge and understanding of the pharmaceutical industry and healthcare environment
- Ability to use own initiative or with others on tasks with minimum supervision
- Awareness of others' roles, responsibilities and requirements in carrying out work
- Ability to deal with people at all levels
- IT literacy including Word, Powerpoint, Excel, etc
- Awareness of adapting to changing situations and identifies solutions
- Able to use logical and creative thinking to solve problems and make decisions
- Demonstrable understanding and knowledge of internal, external and political communications
- Demonstrable experience in managing projects/issues
- Demonstrate a good understanding of general current affairs
- Wide-ranging knowledge/awareness of how an organisation works, including international organisation and personnel
- Demonstrate a willingness to learn new things and be proactive in approach
- Commitment to ongoing personal development and training
- Shows a commitment to learning Pfizer corporate culture
- Able to work in a team and motivate other people and achieving results through other people
- Able to manage a complicated workload and rely on their own ability
- Has excellent organisational skills and the ability to prioritise workloads and meet targets

**Please note that we only accept application forms. Please do not send over your CV or cover letter as they will not be considered.**