

Pfizer UK Undergraduate Programme 2019/2020

Information Management Undergraduate

Regulatory Solutions, Information Management

Operations Center of Excellence, Global Product Development

Department Overview

The Operations Center of Excellence (CoE) Information Management (IM) group is dedicated to delivering world-class information management technology solutions and services that enable Pfizer's Development Operations and Worldwide Safety and Regulatory functions. IM partners closely with Pfizer Business Technology and the business units and enabling functions to provide a single, centralised source for all facets of managing the information critical to Pfizer's business: Content Management & Authoring, Regulatory Solutions, Safety Solutions, and Clinical Trial Solutions.

IM also oversees the governance and finances of CoE's technology footprint as well as providing centralised services for business support, information integration & analysis solutions, communication and change management capabilities.

In Regulatory Solutions, we drive end to end solutions that reduce the level of effort to manage access to trusted regulatory information that drive business decisions. We deliver solutions across regulatory processes; solutions that allow for seamless data integration. The aim is to reduce process steps and increase reliability and accuracy through the use of that information and/or ease of use.

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

This role will provide you with the opportunity to work in a dynamic team environment, working on various projects within the regulatory solutions arena. You will work with a variety of stakeholders across the business user, information management and business technology groups.

In particular you will help lead a project to investigate and implement the automation and integration of software robotic technologies to existing manual data entry processes partnering with Business Technology and business lines to ensure the solution meets Pfizer's business requirements.

Other responsibilities will include:

- Investigate solutions to operations' issues and develop or contribute to written materials that communicate solutions and/or options to relevant stakeholders resulting in appropriate decisions
- Ensures that the company's critical information and records are managed in accordance with external regulations and internal processes, are protected and controlled over the long term

and that content is available for critical business needs and is retained in accordance with established retention schedules

- Gather metrics and generate standard reports regarding usage or support of IM systems
- Update master data or other standard configuration data elements within IM systems in accordance with standard operating procedures
- Participate in system release activities
- Execute user acceptance testing during system releases to ensure high quality of Regulatory systems

What other opportunities and benefits do Pfizer offer?

You will gain valuable experience working in a diverse global/multi site group, working in cross functional projects understanding different aspects of the regulatory business and technical organisations. You will receive training on Pfizer's industry leading processes and solutions.

You will also have the opportunity to participate in industry user groups, attend internal knowledge sharing and educational seminars on a variety of topics within the Pharmaceutical area. In addition you will be exposed to other areas within IM such as content management, clinical & safety systems, and be integral to SDLC and Validated system release environment.

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 communication skills, both verbal and written, as well as strong presentation skills
- Ability to work effectively in a team environment
- Ability to adapt to an ever-changing business environment
- Confidence to liaise with Pfizer personnel at all levels
- Ability to generate creative and innovative ideas
- Enthusiasm and pro-active attitude
- Strong organisational and project management skills
- Technical aptitude with software

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