Pfizer OWNIT!

Pfizer UK Undergraduate Programme 2019/2020

Submission Process and Compliance Excellence Undergraduate

Worldwide Safety & Regulatory (WSR)

Submissions Management (SM)

Department Overview

The Regulatory Operations organization spans over ten Pfizer offices in more than seven-time zones. Each year the group supports approximately 32,000 submissions to 175 countries around the world, within both established and emerging markets. The group operates in a dynamic business environment and is a key contributor in ensuring quality dossiers are submitted on time to Health Authorities for the Pfizer portfolio.

The Regulatory Operational Excellence teams have a strong continuous improvement, project management and change management focus. The teams specialize in evaluating and redesigning existing regulatory and operational processes, both internally and externally to Pfizer, performing cross-functional critical issue remediation and leading project/change management initiatives at a global scale.

As the Pharmaceutical Industry evolves, the Regulatory Operational Excellence teams act as key stakeholders in the innovation, design, and implementation for new technical solutions, process designs and deployment through the global teams and networks.

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

- Support existing business processes while performing constant evaluation to drive continuous improvement.
- Support business analysis and project management efforts to assist in ensuring the success of a broad variety of global initiatives and projects.
- Issue resolution and escalation for prescribed projects.
- Recognise and analyse potential issues and provide a systematic approach to the solutions of these issues while noting any practical constraints.
- Contribute business solutions through influential partnerships with internal and external colleagues.
- Act as a key contributor within the areas of process development, decision making, and change management in the context of Worldwide Regulatory Operations.
- Support cross-functional, global teams as appropriate.
- Develop and maintain documented procedures and guidelines as necessary.
- Analyzes data to get a clear understanding of current performance and trends.
- Actively participates in the definition, investigation and implementation of process efficiencies, including the evaluation of current processes.
- Supports routine business performance reviews through analysis and summary of metrics for inclusion in briefing materials.

What other opportunities and benefits do Pfizer offer?

- The role offers a great opportunity to experience and develop a broad skillset within the Regulatory Operations environment and many ways to interact and collaborate with partner lines and key stakeholders.
- In addition, there are a number of training courses offered, opporutnities to get involved socially and as part of the CSR programme.

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
- Confidence to liaise with Pfizer personnel at all levels
- Ability to generate creative and innovative ideas
- Strong organizational and project management skills
- Strong numerical ability
- Excellent analytical and problem-solving skills
- Ability to work effectively in a team environment
- Ability to adapt to an ever-changing business environment

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