



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

### **Inclusive Diversity & Gender Pay Gap Undergraduate**

Human Resources

#### **Department Overview**

The Inclusive Diversity Undergraduate is part of the Human Resources team.

Human Resources is a Global Corporate enabling function with the purpose of developing capabilities, talent, and organisations to enable Pfizer to succeed in the present climate whilst simultaneously building for the future.

We have one exciting Undergraduate placement opportunity for a university student to join us on a 12 month placement to work on projects related to Inclusive Diversity and in particular with a focus on the gender pay gap.

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

Partnering with the business, the successful candidate will gain experience working within the growing field of Inclusive Diversity here at Pfizer. There will be a number of projects and responsibilities available within the role, the main project being assisting with the Gender Pay Gap, including analysis. You will also have the opportunity to support company initiatives such as Top Employer Award.

The role will also interact with all elements of the HR group, including HR Managers, Operations and the Talent Acquisition team within HR at Pfizer. This will involve working within the team and closely with the other HR undergraduates to help with administrative tasks and provide general support to the HR function.. This addition to the role will give you further insight into a vital aspect of the company, which in turn will help to assist with your work on Diversity & Inclusion in general.

You will be able to build on valuable skills while working on this role. For example, the Gender Pay Gap Analysis will involve large scale data analysis, insight creation, and development of recommendations, allowing you to positively impact the future of Pfizer. Additionally, work within this project will include opportunities to develop report writing and data presenting skills.

Furthermore, you will be involved in policy reviews to ensure all our Pfizer colleague policies are up-to-date and inclusive of all employees. Opportunities like these are perfect for candidates who are passionate about Diversity & Inclusion initiatives and are keen to make a positive and lasting impact to improve the lives of employees like those at Pfizer.

#### **Other opportunities will include:**

- Working with the Inclusive Diversity team in the UK.

- Working with multiple colleague resource groups and workstreams, such as OPEN UK (Out Pfizer Employee Network, the LGBT+ network at Pfizer), the womens workstream, disability workstream, race equality workstream and more.
- The potential to become a member of the Healthcare Business Women's Association (HBA), giving you the opportunity to attend events around the topic of Diversity & Inclusion and work with the HBA on different projects of your choosing.
- Access to membership and resources from other diversity specific companies and initiatives we support and are a part of, such as ENEI.
- Helping to support events and workshops around the topic of Diversity & Inclusion. An example of this is the past event titled: 'Let's Talk About Race: Ethnic Diversity at Pfizer'.
- To help arrange and organise Inclusive Culture workshops.
- The potential to facilitate and organize your own workshops of Diversity & Inclusion initiatives of your choosing, helping to build and improve the culture at Pfizer along with your presenting skills.

### When can I start?

Placements will start on 2<sup>nd</sup> 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
- Ability to prioritise and work on multiple projects at a time
- Strong written and verbal communication skills
- Ability to liaise with stakeholders across all levels of the organisation
- Strong Attention to detail
- Must have experience working with Excel, PowerPoint, Sharepoint and other Microsoft packages
- A passion for Diversity & Inclusion

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