

## **Pfizer UK Undergraduate Programme 2018/2019**

### **Regulatory Operational Excellence Undergraduate**

Regulatory Operations

Worldwide Safety & Regulatory (WSR)

#### **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 specialises 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?**

This role will support initiatives of varying complexity, for which Regulatory Operations is either an owner or a major stakeholder. The Regulatory Operational Excellence Undergraduate will:

- Support the operation and evaluation of existing processes to drive continuous improvement, learning and applying a variety of continuous improvement tools and methodologies.
- Work in a busy, diverse Regulatory environment developing critical business skills and be a valued member of a multidisciplinary team.
- Contribute to the implementation of new or revised processes that are driven by internal and external guidelines, technologies and business strategies through partnership with internal and external colleagues.
- Contribute to and manage global projects which aim to drive growth, improve business process and overall consolidate Pfizer's position as the premier pharmaceutical company. Typical projects can include working on business transformation, building new capabilities, increasing business efficiency, re-designing complex processes or program management efforts in the Regulatory Operations arena.

*Other responsibilities will include:*

- 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.

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

Cross-functional projects, comprehensive training on relevant systems & processes.

### **When can I start?**

Placements will start on 3rd September 2018 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 or above Degree Classification
- Ability to work effectively in a team environment
- Ability to adapt to an ever-changing business environment
- Ability to learn and adapt quickly to change
- Ability to generate creative and innovative ideas
- Enthusiasm and pro-active attitude
- Strong organisational and project management skills
- Technical awareness
- Excellent analytical and problem-solving skills

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