

Pfizer UK Undergraduate Programme 2018/2019

Information Manager Undergraduate

Global Product Development / Information Management

Content Management and Authoring Team

Department Overview

The Content Management & Authoring organization spans over 5 Pfizer offices across Pfizer globally and is dedicated to delivering enterprise content management solutions and services for Pfizer's Global Product Development and Worldwide Safety and Regulatory functions. The group operates in a dynamic business environment and is a key contributor in driving processes and technical controls to ensure integrity, authenticity and reliability of data used in dossiers submitted to Regulatory Authorities.

The Content Management & Authoring team has a strong continuous improvement, project management and change management focus. The team specialise' in delivering robust enterprise content management system, redesigning existing operational processes, 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?

Pfizer provides you with the opportunity to work with experts in the pharmaceutical industry and has a wealth of opportunities available across a variety of departments. Through working in a global environment you can look forward to developing critical business skills and being a valued team player. These skills will include communication through liaising with colleagues and external stakeholders, multi-tasking through working on a variety of projects and also leadership by owning the undergraduate programme.

Pfizer also offers a diverse environment which allows employees numerous opportunities to grow and develop. This is a great chance to be part of the bigger picture, and to assist in ensuring Pfizer maintains a strong and diverse workforce as well as developing a talent pipeline of future Pfizer colleagues. It is also a fantastic way to obtain a better understanding of the pharma industry and the type of roles it has to offer.

The successful candidate will be responsible for providing deep subject matter expertise and strong execution/delivery in the support of the enterprise content management applications as well as associated change management for the Information Management, Content Management and Authoring systems portfolio.

Other responsibilities will include:

- Supporting the integration of content management solutions into business processes.
- Investigate solutions to operations' issues and develops or contributes to written materials that communicate solutions and/or options to relevant stakeholders resulting in appropriate decisions.
- Liaise with business and technical groups to define or gather business requirements, define new business and support processes or improve existing processes.
- Support business analysis and project management efforts to assist in ensuring the success of a broad variety of global initiatives and projects.
- Liaise with business and technical groups to review impact assessments of business requirements and technical change which include the identification of processes and applications, required changes to these processes and applications, and alternatives to mitigate impact.
- Contribute business solutions through influential partnerships with internal and external colleagues.
- Gather metrics and generate standard reports regarding usage or support of IM systems.
- Contribute as appropriate to overall training program for content management systems and collaborate with business lines to ensure a consistent approach and minimal overlap with business process-specific training.
- Act as a key contributor within the areas of process development, decision making, and change management in the context of Content Management & Authoring.
- Support cross-functional, global teams as appropriate.
- Develop and maintain documented procedures and guidelines as necessary.

What other opportunities and benefits do Pfizer offer?

Additional opportunities will include:

- Expose to multiple disciplines within in a large scale cross-functional project focused on Business Process Management.
- Volunteer for initiatives outside of Pfizer, to support the local community.
- Access a mentoring scheme with the benefit of further developing personal and professional skills.

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 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 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.