Pfizer UK Undergraduate Programme 2018/2019

Information Technology Undergraduate

Finance & Business Operations

Business Technology

Department Overview

The role will be in our Business Technology (BT) team, with the mission to be the best Information Technology (IT) organisation in healthcare; and be respected as a world leader in delivering business value through technology.

Business Technology is structured into two key areas:

- Business Technology Business Partners who provide client-facing thought leadership and business application solutions; and
- Business Technology Centres of Excellence (CoEs) who are responsible for providing a broad range of IT services for our colleagues and partners around the world.

The role will report into UK Business Technology Country Lead in the European Commercial Business Technology team. There will be frequent interactions with internal customers and Pfizer colleagues and as Pfizer works with many technology partners to develop and support our applications, it is likely that there will be significant interactions with our partners.

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

Pfizer provides undergraduates 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 dynamic and fast-paced Business Technology (BT) environment, undergraduates can look forward to learning new technologies, explore how they apply to pharmaceutical industry, develop business acumen, and work in a cross functional setting and experience being a valued team player. Skills that are important to this role and will be developed during the 12 month placement will include communication through liaising with colleagues and external partners, time management of and prioritisation of different requests.

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.

What we are looking for?

We are looking for an undergraduate who wants to work in an IT team, providing exciting and innovative IT solutions to meet the IT demands of our European commercial business.

You should be able to understand and document the business needs of internal customers, working with them, in order to recommend appropriate technology solutions.

You should want to develop your business skills and knowledge, in an IT role, for example, managing small IT projects, delivering service improvement initiatives and supporting the roll out of technology such as analytics, digital or mobile solutions to our customers.

It is likely that this role will rotate through a number of teams across the Commercial Business Technology Europe organisation giving you an opportunity to experience the diverse range of activities that Business Technology are engaged in. Your personal responsibilities are likely to include:

Business Analysis

- Conducting business analysis activities, and running an effective process
- Document all business needs and requests, setting out problem or opportunity, working with colleagues to propose appropriate resolutions to progress the request
- Define and document all the business requirements at a granularity level sufficient for technical specification

Project Delivery

- Contribute to the completion of project tasks and/or milestones
- Organise your work and others to meet project task deadlines

Service Delivery

- Review partner service reports and synthesise the information for key stakeholders
- Create and deliver service reports to key stakeholders
- Respond to internal customer enquires for ad-hoc requests

What other opportunities and benefits do Pfizer offer?

Due to the nature of this role, you will get the opportunity to work closely with colleagues from across the Commercial business and with colleagues in Enabling and Platform Functions such as Procurement and Commercial Operations, giving you a broad understanding of Pfizer's Commercial business and how this is supported internally.

You will also collaborate with Business Technology colleagues from other Pfizer locations (predeominatly across Europe and the United States).

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
- Knowledge of Information and Communication Technology in a corporate environment
- Strong Interpersonal, verbal and written communications skills
- Ability to contribute as a member of a team
- Ability to prioritise workload and use initiative to solve issues
- Ability to take ownership of various tasks and work autonomously
- High Proficiency on MS Office Applications (Word, Excel, Visio, PowerPoint, Access) to document requirements and presentations
- Ability to start and manage small projects
- Experience in collecting and documenting requirements
- Knowledge of our business

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