

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

### **Undergraduate Regulatory Officer**

Worldwide Research & Development /Worldwide Safety & Regulatory

Pfizer Consumer Healthcare Regulatory Affairs

#### **Department Overview**

Primary functions of WSR-PCH UK Regulatory (based in Walton Oaks) include provision of full product life cycle regulatory support, as required by Pfizer Consumer Healthcare UK business needs; monitoring, communication, and management of changes in the regulatory environment; and ensuring compliance with relevant regulatory requirements. These functions ensure Pfizer meets regulatory requirements in defined target markets for non-prescription medicines, medical devices, dietary supplements and cosmetic products from development to commercialization and throughout their lifecycle.

#### **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. This position is based in a dynamic regulatory strategy group supporting the consumer health business unit in the UK. Consumer Healthcare projects can be fast-paced and the regulatory strategists need to be flexible and well-organized.

It is the responsibility of the Undergraduate Regulatory Officer to aid the development and implementation of local regulatory strategies, to meet business objectives, for non-prescription (“over-the-counter”) medicinal products, medical devices, dietary supplements and cosmetic products as well as coordinate the efforts to maintain Pfizer products to the highest standards of safety, efficacy and compliance.

Through working in a busy and diverse Regulatory, and commercial driven, 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 specific brands.

#### **Other responsibilities will include:**

- Day to day provision of support in the compilation of general regulatory project documents, product labelling, new/lifecycle applications to regulatory authorities;
- Contributing to the development of promotional materials, and regulatory review of pack copy
- Managing compliance activities as required to support the product portfolio
- Responding to questions received from regulatory authorities;

- Supporting multiple projects;
- Assisting internal and external customers with questions, queries and problem solving
- Monitoring, communicating and managing changes in the regulatory environment.

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 other opportunities and benefits do Pfizer offer?

- A year's experience working in consumer regulatory affairs and an understanding of how this supports and interfaces with the key stakeholders such as country affiliates, project managers, research & development, commercial, medical and global supply functions.
- The opportunity to work on projects following products from inception to execution in market.
- Appreciation and working knowledge of UK/IE & EU region regulations and requirements across pharmaceuticals, medical devices, cosmetics and dietary supplement categories, coupled with specialist knowledge in your project area.
- A Pfizer placement can offer a stepping stone into the pharmaceutical industry in a company that has consistently been ranked amongst the top 100 graduate employers.

### 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
- Good communication, negotiation and interpersonal skills
- Ability to build networks and alliances with peers
- Comfortable working on their own and in a wide range of teams
- Analytical skills
- Able to critically evaluate and summarise complex data into simple messages and actions
- Attention to detail
- Proficient in the use of Microsoft Office suite of programmes

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