

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

### **Corporate Affairs Business Support Executive Undergraduate**

Corporate Affairs

#### **Department Overview**

Corporate Affairs helps form the external face of Pfizer and is responsible for business communications, public affairs and policy and colleague and community engagement.

The media and communications team work across the entire Pfizer business to develop media and colleague communication initiatives and responses. Through these activities we increase awareness and understanding of Pfizer and our role in healthcare as an innovative biopharmaceutical company, that discovers, develops and provides medicines, vaccines and consumer healthcare products that help save and transform the lives of millions of people in the UK and around the world every year.

The policy and public affairs team advise Pfizer on policy developments, engage with the national policy agenda, and build relationships with key policy-makers.

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

Working across the Corporate Affairs Directorate will be a fantastic opportunity to experience, and get involved with nationally significant media and Government engagement activities and policy development, as well as being involved in colleague communications, CSR and community engagement.

In your role you will learn about communications excellence, be a part of a busy press office, assist with developing and implementing corporate affairs strategies in a diverse range of areas from everything through access to medicines issues, science and innovation and even Brexit. It will be a unique opportunity to work in a corporate environment with leading professionals in healthcare communications and public affairs.

Other responsibilities will include:

- Helping draft policy reports and press materials
- Assisting with the preparation of presentations
- Stakeholder tracking and management
- Disseminating a wide range of corporate affairs information across the directorate, such as media summaries and Government announcements
- Meeting and meeting agenda organisation
- Assisting the colleague engagement team with internal events and meetings

## 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 project management skills, including planning and prioritisation
- Good written and verbal communication skills
- Good knowledge and understanding of the pharmaceutical industry and healthcare environment
- Ability to use own initiative or with others on tasks with minimum supervision
- Awareness of others' roles, responsibilities and requirements in carrying out work
- Ability to deal with people at all levels
- IT literacy including Word, Powerpoint, Excel, etc
- Awareness of adapting to changing situations and identifies solutions
- Able to use logical and creative thinking to solve problems and make decisions
- Demonstrable understanding and knowledge of internal, external and political communications
- Demonstrable experience in managing projects/issues
- Demonstrate a good understanding of general current affairs
- Wide-ranging knowledge/awareness of how an organisation works, including international organisation and personnel
- Demonstrate a willingness to learn new things and be proactive in approach
- Commitment to ongoing personal development and training
- Shows a commitment to learning Pfizer corporate culture
- Able to work in a team and motivate other people and achieving results through other people
- Able to manage a complicated workload and rely on their own ability
- Has excellent organisational skills and the ability to prioritise workloads and meet targets

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