

Pfizer UK Undergraduate Programme 2024/2025

Diversity, Equity & Inclusion Undergraduate

People Experience

Who can apply?

Applicants must be completing placement as part of a degree course at a UK University, either through Year in Industry/Industrial Placement or Gap Year.

Please note that **we only accept application forms**. Please do not send over your CV or cover letter as they will not be considered. **Please access the Word version of the Application Form here: [Undergraduate Vacancies | Pfizer UK](#)** and find instructions as to how to complete your application and more about eligibility criteria. Learn more about this exciting opportunity below!!

Pfizer Purpose

Breakthroughs that change patients' lives is our purpose and central to everything we do at Pfizer. Our aim is to be as diverse as the patients and communities we serve. Equity is one of our four key values - along with courage, excellence, and joy – and we are very passionate about it. These values guide our decisions as a business and sit at the heart of our culture. There's a clear link between our values and realising our purpose, as creativity, partnership and stronger decision-making all spring from diversity and inclusion.

Department Overview

The DE&I Team sits within the global People Experience function and is tasked with ensuring the design and delivery of programmes and processes that promote the company's motivation to advance diversity, equity, and inclusion in the UK. Closing the Gender and the Ethnicity Pay Gaps plays a big role in this. It calls for conscious inclusion, equity of opportunity and creating an amazing workplace for all. We have an exciting Undergraduate placement opportunity for a university student to join us for 12 months to work on projects related to Diversity & Inclusion – the focus of our projects is to close both the Gender and the Ethnicity Pay Gap. The role reports directly to the DE&I Lead in the UK, who is accountable for ensuring the design and delivery of programmes and processes designed to close the Gender and the Ethnicity Pay gaps at Pfizer UK.

You will be joining the team at an exciting time, as we revisit how to drive changes that will close the pay gaps following a period of organisational change. You can expect to get involved with creating tools, refreshing workshops, and delivering training so that we continue to raise awareness, change mindsets, and impact behaviour.

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

Partnering with the business, you will gain experience working within the growing field of Diversity, Equity & Inclusion at Pfizer and at the same time develop a deep appreciation for what it means to work in a global corporation and in a matrix organization. You will work closely with Pfizer colleagues

and external partners to look for new ideas and initiatives that we could bring to Pfizer to be implemented, whilst also investigating existing resources. You will lead your assigned projects whilst acting as a team member in others.

Some examples how you will be involved:

- We are always scouting for new ideas we can bring to Pfizer and we bring ideas we think are worth pursuing to life. We always have several projects on the go, many of which you will lead – you will have plenty of volunteers to work with, who will support you and the DE&I lead.
- You will join the DE&I lead at conferences, webinars and expert talks, ensuring that learnings are implemented at Pfizer, having the chance to meet and work closely, jointly, with real experts in the field.
- We have created several career workshops that you will be accountable for managing. There may also be the chance to work with others to develop content for new workshops for our Pay Gap initiatives.
- We have a communication plan in place, and we work very closely with our internal and external communication colleagues, so you will learn a great deal about colleague engagement.
- Event planning is a key part of the role, since our work tends to be highly visible in order to maximise engagement. Example events include the launch of an on-line resource and an internal conference attended by 100's of colleagues.
- You will get hands-on experience of managing a budget, including planning and purchasing.
- Other opportunities include partnership with our employee resource groups which bring together employees based on shared characteristics, interests or life experiences. These include OPEN UK (Out Pfizer Employee Network, the LGBTQ+ network at Pfizer), PoWeR (Pfizer's Womens' Resource group), disAbility, Ethnicity, Cross generation and Social Mobility.

Pfizer offers an inclusive environment which allows employees numerous opportunities to network, 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 insight of the pharma industry and the type of careers it has to offer.

When can I start?

Placements will start on 2nd September 2024 and will run for 12 months.

PERSON SPECIFICATION

Type of person we are looking for, in relation to 'Skills', 'Knowledge' and 'Motivation':

- Studying for a degree at a UK University and required to complete a placement as part of a degree course; or taking a gap year
- Willing to learn and to translate learnings into new initiatives

- Curious, flexible and with an entrepreneurial mindset – we work with a test, learn and adapt approach and experiment a lot to see what works and what does not.
- Courageous – willing to speak up. We love to hear your ideas and your thinking!
- Able to prioritise and work on multiple projects at a time
- Willing and able to lead projects
- Strong written and verbal communication skills
- Able to liaise with colleagues across all levels of the organisation
- Pays close attention to detail
- Must be computer literate and have some experience working with Microsoft packages, e.g. PowerPoint and Excel
- Skills in handling data would be an advantage – at least be willing to have a go at it.

Application Closing Date

This position will close for applications on **7th April 2024**.

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Flexibility

We aim to create a trusting, flexible workplace culture which encourages employees to achieve work life harmony, attracts talent and enables everyone to be their best working self. Let's start the conversation! That is also one of the initiatives we are implementing, so you even have the chance of becoming a champion, helping to roll it out.

Equal Employment Opportunity

We believe that a diverse and inclusive workforce is crucial to building a successful business. As an employer, Pfizer is committed to celebrating this, in all its forms – allowing for us to be as diverse as the patients and communities we serve. Together, we continue to build a culture that encourages, supports, and empowers our employees.

#LI-PFE