



## **Pfizer UK Undergraduate Programme 2024/2025**

### **Business Resilience Undergraduate**

Global Workplace Experience  
Business Risk Management Team

#### **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!!

#### **Department Overview**

Pfizer is involved in the discovery, development, manufacture and sale of medicines for the treatment of diseases in humans.

Unfortunately, bad things happen! Pfizer's business activities could potentially be disrupted by natural, technological, or man-made events which could adversely impact our workforce, our ability to develop, manufacture and supply products to patients, and impact the interests of key stakeholders, reputation and brand.

The Business Risk Management Team within Global Workplace Experience is accountable for managing a Business Resilience framework across our sites globally. We do this by providing advice, guidance and training across a diverse range of resilience topics. These include loss prevention, emergency preparedness & response, crisis management, business continuity management and digital disaster recovery programs. Our success involves the need to work closely with a range of stakeholders; from senior leaders within the business lines through to specialists in risk management disciplines.

As the Business Resilience Undergraduate, you will focus your efforts in promoting and implementing a variety of different programs and initiatives across the resilience framework. You will gain knowledge across the range of resilience topics, with the added experience of how they are implemented in the diverse markets we support.

If you would like to help us anticipate, assess, prevent, prepare for, respond to and recover from potentially disruptive events; then we would like to hear from you. The continuity of critical activities necessary to deliver safe and effective products to patients is fundamental to fulfilling Pfizer's purpose, Breakthroughs that change patients' lives.

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

After the necessary training and under close tutelage, you will provide valuable resource for the delivery and day to day activities described above. The role will involve interactions across a range of geographical locations, facilities and stakeholders. You will gain valuable first-hand experience of the



Business Resilience (BR) programs necessary to support these business operations and the risk profiles in each of these workspaces.

### **Main duties and tasks**

The role is interesting and varied and will include:

#### *Anticipate & Assess*

- Horizon scanning for new and emerging hazards and threats.
- Helping to identify risk relevant control measures to hazards and threats through the completion of BR risk assessments.
- Participating in the completion of Business Impact Analysis and dependency mapping.

#### *Prevent & Prepare*

- Providing hands-on practical advice, guidance and support to the business across a range of topics, such as emergency planning, business continuity and crisis management.
- Involvement in the development and delivery of training.
- Supporting the design, execution and reporting of exercises for operational, tactical and strategic teams.
- Participation within the Pfizer UK First Responder training program, gaining hands on experience of incident management.
- Assisting in the identification of continuity and recovery strategies.
- Documenting BR plans.

#### *Respond & Recover*

- Participating as an active team member within the response to and recovery from potential business disruptions.
- Compiling debriefs at the end of incidents and exercises.

#### *Business Resilience management systems and governance*

- Supporting the development and implementation of BR policy and procedures.
- Involvement in (and where appropriate) the opportunity to lead projects aimed at the continuous improvement of BR programs.
- Maintenance of BR information on Microsoft Teams sites.
- Data analysis and review, including preparation of reports for site leadership and response teams. This includes data associated with incident response activities as well as proactive metrics to help identify trends and continuous improvement opportunities.
- Helping to raise awareness of BR through activities such as Business Continuity Awareness week, National Preparedness month, etc. as well as a calendar of contemporary communication and engagement topics.



### What other opportunities and benefits do Pfizer offer?

You will have an opportunity to travel within the UK and visit our Research and Development and Commercial facilities.

You will be expected to attend relevant conferences and seminars to represent Pfizer and disseminate relevant information as necessary.

You will have the opportunity to develop evidence to support membership of relevant professional bodies, e.g., The Business Continuity Institute, Emergency Planning Society.

You will receive a competitive salary along with benefits including 25.5 days annual leave.

### When can I start?

Placements will start on 2<sup>nd</sup> September 2024 and will run for 12 months.

### PERSON SPECIFICATION

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

- Completing a placement as part of a University Degree or Gap Year.
- Good verbal, written and presentation skills.
- Good soft people skills, with an engaging personality.
- Confidence to liaise with Pfizer personnel within different countries, departments and different levels of seniority.
- Ability to interpret data using Microsoft suite of tools to generate creative reports.
- Passionate and energetic approach with an interest in business risk and resilience.

### Just a reminder re 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.

**This position will close for applications at midnight on the 12<sup>th</sup> June 2024**

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