



## Job Description

<b>Position</b>	Associate Medical Writer
<b>Core responsibility</b>	To produce high quality and accurate scientific content that meets clients' needs
<b>Reports to</b>	Scientific Lead or Associate Scientific Director/Scientific Director

### Key functions

- Under guidance, liaise and effectively communicate with clients, external experts, suppliers (where required) and internal team members in the delivery of project work
- Develop outlines and drafts of materials (eg publications, slide decks, reports, training materials) according to the project brief, ensuring that all review comments are adequately incorporated and projects are delivered to deadline
- Develop understanding of and keep up-to-date with relevant therapy areas
- Learn process of internal review, QC, styling and copy-editing, and apply to project work ensuring that final versions are approved by the required personnel
- As part of a broader team, support onsite client meetings activities (eg symposia, advisory boards, congresses, client–agency meetings)
- Learn and demonstrate knowledge of key industry guidelines (eg Good Publication Practice 3, ABPI, PhRMA, CONSORT, client-specific)
- Attend internal brainstorms
- Attend internal and client-led training sessions on an as-needed basis to ensure development of core skills and competencies



## Person specification

Attribute or experience	Essential	Desirable
Life science degree (preference: pharmacology/pharmacy, medicine, biomedical sciences). Masters or PhD preferred or BSc with >1 year relevant post-graduate work experience or 1-year industry placement (academic/industrial) during BSc	✓	
Higher degree (eg MSc, PhD)		✓
Previous academic or pharmaceutical writing experience		✓

## Required competencies

- Excellent English language and grammatical skills
- Attention to detail
- Effective team work
- Time management skills
- Problem-solving skills
- Communication skills

## Working location

- Alderley Edge, Cheshire (Group Headquarters) or Witney, Oxfordshire