



## Job Description

**Department:** Editorial

**Job Title:** Senior Medical Writer

**Reporting to:** Editorial Director

### Job Purpose:

- To write editorial content for InterComm's products and services in accordance with the client brief. Materials written will be informative, educational and scientifically and medically accurate. This includes application of quality control procedures to ensure delivery high quality materials
- To manage the project and client liaison from project inception to completion

### Key Responsibilities & Accountabilities include but are not limited to:

- Write client materials according to brief
- Establish project specifications, budget, timelines and scope at project outset
- Manage projects so that they are delivered on time and within budget
- Mentor junior writers (as needed) to enhance their writing and project management skills
- Writing proposals and developing business development slide sets for pitches
- Highlight any issues that may delay a project to the Editorial Director in the first instance
- Engage in proofreading and marking-up of references
- Work closely with Studio and design department to correct layout, use of imagery etc
- Liaise with Project Management to ensure good communication
- Update project status sheets on a weekly basis
- Other tasks considered relevant by the Editorial Director and Senior Management
- Internationally travel to business development meetings, project pitches, congresses, advisory boards, expert panel meetings, symposia etc.

### Qualifications and experience:

#### *Essential*

- Minimum of a degree, preferably with a PhD or Medical Qualification.
- Minimum three years experience gained in an agency or a pharma/device company
- Experience across a broad range of therapy areas and the writing of medical and marketing materials
- Must be eligible to work in the UK
- Supplementary marketing qualifications an asset
- Fluency in a major European language an advantage but foreign language experience is not essential

### Key Qualities:

- Self-motivated, dynamic and enthusiastic individual
- Proactive
- Must be a team-player
- Active contribution to team meetings and brainstorming sessions
- Willing to 'go the extra mile'
- Excellent writing skills
- Ability to handle multiple projects at once
- Organised and efficient individual