

Job description: Medical Editor (maternity leave cover)

Medical Editors work as part of an Editorial team, taking responsibility for progressing their assigned projects through the production process and liaising with co-workers as appropriate.

Key roles

- Work with Medical Writers and other staff to improve the **accuracy, clarity, readability, and functionality** of the materials they produce, in accordance with the project brief.
 - These include live projects, pitch presentation materials, RFPs, proposals, etc.
 - Formats include Powerpoint slides, Word documents, Excel spreadsheets, and a variety of other materials.
- Work with Studio to transform textual content into visually appealing materials without loss of the above qualities.
 - This typically involves the reading and correction of layouts and proofs.
- Ensure that all materials conform to client style rules, DHC house style rules, or other agreed guidelines as appropriate.
- Assist in the development of realistic project schedules by estimating time requirements, highlighting risks to the schedule connected with Editorial work, and suggesting mitigations where possible.
- Submit requests to journals for permission to reproduce figures, tables, etc., tracking the responses, and action requests to meet journal criteria.
- Obtain references for projects as required by Medical Writers.
- Assist Medical Writers with the upload of materials to external review systems such as Zinc.
- Liaise with Financial staff and systems where purchases are made for a project.

Secondary roles

- Originate content for small projects or parts of projects, e.g. biographies, abstracts, etc.
- Revise copy to incorporate client / author amendments, by agreement with the project team.

Person specification

- Minimum BSc in Life Sciences.
- Previous experience of editing required, ideally 12 months.
- Previous experience of agency work desirable but not essential.
- Shortlisted candidates will be invited for interview, at which time they will need to complete an editing test to the required standard.