

Job description: Medical Writer

Core responsibilities

- Develop and maintain knowledge of therapy areas relevant to own projects, including product and competitor awareness, key trial data, key messaging and terminology
- Development and delivery of scientifically accurate, high quality content across a range of educational items that is aligned with client objectives and meets the specification, budgetary and schedule requirements
- With support as relevant, ability to participate in client meetings to discuss scientific and editorial aspects of the project, to liaise with KOLs as required, and to act as the point of contact for both clients and KOLs on specified projects

Main duties

- Develop and maintain in depth knowledge of therapy area(s)/ market/ audiences/ key messages and input into the implementation of strategic communication plans in close collaboration with clients/account teams and with guidance from manager
- Research and write copy to the highest scientific and grammatical standards for a range of med ed and communications materials (including manuscripts, abstracts, posters, oral presentations, print items and multimedia) and target audiences
- Attend congresses or client meetings to provide medical writing support as required
- Concise and effective communication with internal and client team to ensure timely discussion of factors that affect our ability to profitably deliver high quality work
- Ensure accurate interpretation and incorporation of review comments from manager and amendments from clients, KOLs and other project stakeholders
- Assist manager by proactively managing and discussing own workload to ensure workflow is smooth and ensures timely delivery to meet clients' briefs
- Ensure familiarity with agency processes and regulatory and compliance guidelines/ regulations and adhere to these, with support from manager
- Work with manager to participate in pitches and proposals

Key result areas

- Delivery of consistently high quality medical education and communication projects that meet project specification/brief, are on time and to budget



- Clear and proactive communication with manager, members of the account team and colleagues across agency to ensure key information about own projects is available in a timely manner
- Adherence to healthcare compliance laws & guidelines, and agency & client SOPs

Reports to: [Senior Medical Writer]

Skills and knowledge required

- Degree level or higher in a biomedical science
- 1–2 years' med ed agency experience, including strong evidence of teamwork
- Solid understanding of the process of drug development and the regulations that drive this in the US and EU
- Top quality scientific writing, with skills to adapt content and style to suit different audiences
- Excellent attention to detail, good grammar and syntax skills
- Ability to apply feedback received, to ensure highest standards of quality and scientific accuracy are consistently achieved
- Strong project management and organisational skills, combined with some understanding of the commercial drivers of the business
- Excellent interpersonal and communication skills, ability to work in a high-pressure environment

To find out more please go to www.Darwinhc.com or, to apply, please send a copy of your current curriculum vitae and covering letter to Maggie Colbeck at

Maggie.Colbeck@DarwinHC.com
