

## **Job description: Senior Medical Writer**

### **Core responsibilities**

- Ownership and responsibility for development and delivery of scientifically accurate content that is aligned with client objectives and meets the specification, budgetary and schedule requirements
- Coach, mentor or line manage junior writers, as appropriate, in all aspects of the agency's business, and as directed by the Director of Scientific Services, ensuring they are provided with opportunities to learn and apply those learnings to future work

### **Main duties**

- Maintain in depth knowledge of therapy area(s)/ market/ audiences/ key messages and input into the development /implementation of strategic communication plans in close collaboration with clients/account teams; maintain awareness of relevant media coverage and new developments in the pharma industry that affect Darwin business
- Act as the senior [lead] scientific services contact for specified accounts and liaise with clients, healthcare professionals, external service providers and other external bodies; includes leading client & KOL meetings (F2F, TC or Webex) to develop scientific content for live projects
- Research and write copy to the highest scientific and grammatical standards for a full range of med ed and communications materials (including manuscripts, abstracts, posters, oral presentations, print items and multimedia) and target audiences
- Ensure accurate interpretation and incorporation of amendments from clients, KOLs and other project stakeholders
- Provide input into budget and schedule development by client services team by advising on required writing hours
- Assist manager by proactively forecasting and discussing workload and resource requirements for own and any line reports' projects; brief and review the work of freelance writers to ensure workflow is smooth and ensures timely delivery to meet clients' briefs
- Check and sign off printer proofs for print/production
- Provide guidance and scientific direction for creative designs and input into concept development as appropriate
- Coach and assist in the training and development of junior writers; review and QC projects to ensure quality standards are consistently achieved

- Ensure agency processes and regulatory and compliance guidelines/ regulations are adhered to and that junior staff are coached and monitored to do likewise
- Support and input into the agency's new business activities, including attending at pitches to demonstrate the agency's depth and breadth of scientific expertise; collaborate with the client services team to maximise organic growth within existing accounts
- Support the recruitment effort for scientific services staff across Darwin Grey, including screening of CVs, review of writing test, interviews and the decision making process

### **Key result areas**

- Delivery of consistently high quality medical education and communication projects that meet project specification/brief, are on time and to budget
- Quality assurance of content written by other scientific services staff
- Adherence to healthcare compliance laws, guidelines and SOPs
- Coaching and ongoing development , and line management, of junior staff
- Proactive contribution of creative med ed and communication concepts for business development and ongoing programme development

**Reports to:** Director of Scientific Services

### **Skills and knowledge required**

- Degree level or higher in a biomedical science
  - Several 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 coach junior writers, review content and provide constructive feedback to ensure highest standards of quality and scientific accuracy are consistently achieved
  - Willingness to travel (UK and international) as required for Darwin or client meetings
  - Strong project management and organisational skills, combined with good understanding of the commercial drivers of the business
  - Excellent interpersonal and communication skills, ability to work in a high-pressure environment
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To find out more please go to [www.Darwinhc.com](http://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](mailto:Maggie.Colbeck@DarwinHC.com)

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