

Junior Medical Writer/Medical Writer

POSITION PROFILE

As a Medical Writer in the team, you will support all aspects of content development and project management for editorial and healthcare-focused projects. You will work across a number of our key accounts, and will work closely with the senior writers and account leads on a range of editorial materials and projects (e.g. manuscripts, slide presentations, training materials, websites, digital applications, congress materials, advisory boards) for a wide range of audiences, ensuring they are strategically and scientifically accurate. You will be responsible for the quality and scientific integrity of your work. Training and exposure to new and varied skills will be provided to the successful candidate.

RESPONSIBILITIES

Essential Skills

You should:

- Have a demonstrated ability and flare in medical writing and healthcare communications, and/or a publications record within your field of research
- Be comfortable working and interacting with clients, and different internal and external stakeholders
- Be able to multi-task and thrive in a dynamic, client-driven work environment
- Hold a science degree to Bachelor's, Master's or PhD level; candidates with a Bachelor's degree only will be considered for the position of Junior Medical Writer

Therapeutic Knowledge

Candidates are expected to have:

- Ability to use a range of resources to research and understand the underlying science of therapeutic areas, mechanisms of action of products, and product strategies
- A general understanding of various therapeutic areas, and ability to communicate scientific ideas to both specialized and lay audiences, including as a specialist resource for the wider team
- Awareness of developments in relevant therapeutic areas, and within the medical communications and pharmaceutical industry

Writing Ability

You will:

- Support the writing and development of scientific content for a range of medical communication activities
- Be involved in several projects and accounts at the same time
- Be interested in working on several project types (e.g. manuscripts, slide decks, events, websites, training programs, advisory boards) at the same time
- Have some experience or the ability to adapt writing style to different audiences
- Resolve queries from clients and collaborators, and liaise effectively with the wider team to find answers and supply responses in a timely manner
- Support onsite event writing and content development

Reviewing Ability

You will:

- Be meticulous in ensuring work output adheres to internal quality control processes
- Develop editorial content with a focus on scientific/strategic accuracy and alignment with the project brief and feedback

- Effectively communicate with other writers to ensure feedback is incorporated accurately

Event Facilitation

Part of your scope of work will be to provide editorial support at medically related meetings and events, such as:

- Supporting onsite event-related editorial activities, including slide reviews and managing scientific content received from speakers
- Contributing to the scientific aspect of meetings (advisory boards, training workshops, physician congresses), including developing agendas and scientific programs, defining presentation briefs, briefing expert speakers, supporting/developing slide decks, taking notes during the event, facilitation of discussions, overseeing all event-related editorial and other materials
- Collaborating with clients and facilitating alignment of content with client objectives

Account Management

- Ensure the execution of editorial deliverables to project deadlines and briefs, working closely with team members
- Be responsible for your work output, creating, maintaining and taking ownership of assigned projects
- Able to build relationships with new clients

New Business

- Support the team to identify new business opportunities with new and existing clients
- Apply knowledge to account plans, communication programs, proposals and pitches

Application Method

Submit cover letter and CV to Ms. Cathy Chow at CChow@webershandwick.com.

Application Deadline

2 February 2018