JOB DESCRIPTION

MEDICAL WRITER

Position summary
A Medical Writer is an entry-level position for those with no previous experience working in a medical communication and education agency but with a record of academic writing accomplishment (e.g. during post-doctoral research) or publishing environments. The position requires building experience of working in an agency environment including gaining an understanding of the role of the pharmaceutical industry in healthcare, the products and services of Nucleus Global and producing well researched, technically accurate and well-written scientific copy.

Core duties
- Achieves an understanding of the range of medical communication and education tactics and their application to furthering the understanding of the healthcare community about new interventions resulting from advances in medical science developed by the pharmaceutical and associated industries
- Develops an in-depth understanding of at least one product and its place in the therapeutic landscape in support of the agency client portfolio
- Produces well-researched, technically accurate and well-written scientific and commercial copy in the major areas specified under technical abilities below
- Ensures written materials meet the project brief and are consistently completed within the specified time allowance allocated for the project
- Ensures written materials meet specified quality standards through personal diligence and attention to detail and by adhering to quality control procedures
- Performs job role according to Nucleus Global’s values and behaviours
- Carries out projects to applicable compliance guidelines and regulations

Education, work experience and skills
- Life science degree is essential, ideally combined with a higher qualification (e.g. MSc, PhD, MD)
- Record of academic writing accomplishment (e.g. during post-doctoral research) or publishing environments.
- Ability to write and communicate in mandarin required for some MW roles / locations in-order to work on projects written in Mandarin
- Demonstrated ability to source, critically appraise and understand scientific information and place in medical context
• Track record of working effectively within a team environment
• Ability to communicate effectively and to prioritise own work
• High attention to detail

Core responsibilities

Editorial delivery
• Confidently and independently manages editorial components of simple projects (advisory boards, leave be...
• Fully understands the processes for compliant liaison and working practices with external experts/authors when working on client projects
• Ensures that confidentiality and compliance with internal firewalls are maintained at all times

Financial
• Completes own timesheets accurately on a daily basis
• Ensures timely submission of expenses for cash advances and credit cards, with supporting original VAT receipts
• Meets own billability target and alerts line manager to ensure sufficient work is provided

Managerial responsibilities
• No direct line reports
• Reports to a Principal Medical Writer (or more senior grades) and receives guidance and feedback from senior editorial and client services team members, as appropriate
• Is aware of own work capacity and proactively communicates capacity to line manager, other team members and resource manager, as appropriate
• Ensures manager and team members are aware of planned absence (e.g. holidays, time off in lieu) and that appropriate approvals are granted
• Informs assigned manager promptly of time off due to illness or unscheduled absence, completes and obtains sign off of appropriate absence notification forms

Values and behaviours
• Acts in accordance with Nucleus Global’s values and behaviours