

JOB DESCRIPTION

SENIOR WRITER

REPORTING TO | MANAGING DIRECTOR

1 | What are my responsibilities?

- Writing clear, grammatically correct, technical and creative medical/scientific text for a variety of audiences (e.g. payers, healthcare professionals, pharmaceutical sales teams and patients)
- Ensuring the accuracy of all information, data and referencing for the documents produced, delegating to colleagues where appropriate
- Being proactive in tracking projects including developing timelines and keeping projects on track by providing clear, regular information to the Project Lead¹
- Coordinate successful project delivery with minimal supervision i.e. written work requires minimal revision by Project Lead before being client ready
- Training and mentoring junior writers to support their development
- Ensuring projects remain within specification and liaising with Project Lead and/or client to negotiate changes where necessary
- Demonstrating a commitment to living the redthread values of trust and collaboration
- Learning and understanding new therapy areas quickly and comprehensively, inspiring confidence with the client
- Supporting non-billable redthread activities, including business development and marketing (e.g. blog posts). This includes contributing ideas for business proposals and new projects

2 | How does my role support my redthread colleagues?

You support your colleagues first and foremost by being team player. You try to be flexible and forgiving, to be understanding about personal circumstances, and to be open and welcoming. You support the onboarding process for new hires.

For projects, you provide regular and supportive reviews of work, aiming to be constructive, clear and supportive. You try to take critiques thoughtfully, as learning opportunities. When discussing work allocation with the team, you communicate your needs and step in to lend a hand when possible.

You trade knowledge freely, seeking advice and answering colleague queries. You help to identify training and development opportunities for colleagues, and you take pride in creating a nurturing environment for colleagues to share their opinions, thoughts, and/or concerns.

3 | What does *great* look like?

You're the subject matter expert for your projects (or you support your co-writers in being the subject matter experts). Nobody understands the data better than you and your team, and you take pride in making sure all our deliverables are well-researched and accurate, and that the

¹ While we're still small there'll remain a need for people to cover aspects of multiple roles. This means that writers will need to be involved in project management and coordination. As we grow we will employ dedicated Project Managers to take over this work

server, folders, drafts and references are saved and logically ordered. And you ensure all work delivered is your “best first effort”

You spend time supporting your colleagues, mentoring them, and providing advice and guidance to enable them to become better writers

You take pride in developing beautifully written content that requires minimal revision when reviewed by the Project Strategic Lead. You may not always get the strategic messaging right first time, but everything to pass for review is beautifully written, accurate and client-ready

You're proactive about your personal development, working with your coach to identify strengths and areas for development, and co-creating your personalised learning and development plan

You're on top of timelines and communicate clearly with colleagues. You're proactive in working with junior writers to develop project plans and timelines. And you take responsibility for flagging timelines and potential capacity challenges to senior team members early.

You live the redthread values

4 | What's next?

This should be discussed with your coach but there are a number of options. You might want to stay in an editorial role, providing coaching and mentoring and writing support for junior colleagues. You might want to move towards a Client Services role, with business development responsibility.