

JOB DESCRIPTION

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, to the best of your ability
- Ensuring projects remain within specification and liaising with the Project Lead and/or client – as appropriate – to negotiate changes where necessary
- Being proactive in tracking projects including developing timelines and keeping projects on track by providing clear, regular information to the Project Lead
- Working on multiple projects concurrently, when required
- 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)
- Demonstrating a commitment to living the redthread values around trust, collaboration, learning from our mistakes, and working smartly and efficiently to deliver extraordinary client outcomes

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 supportive, to be understanding about personal circumstances, and to be as open and welcoming as you can.

For projects, you provide QC and reviews of colleague work – based on your experience and ability – 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. 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. Nobody understands the data better than you, and you take pride in making sure all our deliverables are well-researched and accurate, and that the server, folders, drafts and references are saved and logically ordered. And you ensure all work delivered is your "best first effort".

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 understanding project timelines, actions and next steps. And you take responsibility for flagging timelines and potential capacity challenges to senior team members early.

You live the **red**thread values

4 | What's next?

This should be discussed with your coach but is usually **Senior Writer**. We'll know you're ready for the next step when:

- You can coordinate successful project delivery with minimal supervision
- Your work requires minimal revision by a more senior writer before being client ready
- You're comfortable taking the lead on client calls for content development, and even project management (where required)¹
- You can train and mentor junior writers, including line management responsibility

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