ROYAL PHARMACEUTICAL SOCIETY



JOB DESCRIPTION

PHARMACEUTICAL PRESS INTERN (FIXED TERM – 8 WEEKS)

Location: London

Reports to: Training and Development manager

Who we are

We are the Royal Pharmaceutical Society, the professional membership body for pharmacists and pharmacy in England, Scotland and Wales.

What we do

We are champions of the profession, and internationally renowned publishers of medicines information.

We promote pharmacy in the media and government, lead the way in medicines research and information, and support pharmacists in education and development.

Together, we are pharmacy.

Our Mission

We put pharmacy at the forefront of healthcare.

Our Vision

To be the world leader in the safe and effective use of medicines.

Our Behaviours

Be inspiring. Be empathetic. Be relevant.

JOB PURPOSE

To assist the PhP Editorial team in the creation and development of its Major Reference Works (MRW), the British National Formulary content, and contribute to the production of various outputs of PhP Editorial.

MAIN ACCOUNTABILITIES

- 1. To undertake the collection and assembly of data to support content development and creation;
- 2. To undertake project work to support content development and creation;
- 3. To undertake checking procedures involved in production of publications, including proof reading, and other tasks relevant to the quality assurance of PhP outputs.

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This list is a summary of the main accountabilities of this role and is not exhaustive. The role holder may be required to undertake other reasonable duties from time to time.

SUCCESS MEASURES

- Meeting deadlines or renegotiating deadlines if necessary (but demonstrating an understanding of the limitations of rescheduling);
- Thorough, accurate and timely processing of information;
- Well planned and managed contribution to projects;
- Effective working relationships with colleagues.

CORE RESPONSIBILITIES FOR THIS JOB

- Personal responsibility
- Achieving results/delivering performance
- Problem solving

KNOWLEDGE & SKILLS FOR THIS JOB

- Currently studying for a degree in Pharmacy (second or third year);
- Ability to work effectively within a team;
- Ability to work to tight deadlines and to organise own workload;
- Meticulous eye for detail and ability to work accurately under pressure.