



JOB DESCRIPTION

SCIENTIFIC WRITER

Location: London
Reports to: Lead Writer / People and Delivery Manager
Grade: 3

What we do

We support pharmacists in their education and development, promote pharmacy in the media and government, and lead the way in medicines information across Great Britain and around the world.

Our values

At the core of our culture, our Values Focus, Agility, Quality, Collaboration and Respect describe the way we work to achieve our organisational goals.

We believe people don't need to be fixed to their desk to achieve great things, so we offer flexibility to our people in how they do their work wherever possible, to bring out the best in everyone and provide an inclusive working environment.

Leadership in pharmacy

We define best practice for pharmacy professionals and help them achieve this through professional development, career support and training. We are here to support professionals with the challenges of pharmacy practice, and advocate for the role of pharmacy by setting professional and ethical standards, producing policy papers, and responding to consultations with government and industry.

Publishing

We're the world leaders in evidence-based pharmaceutical publications and guidance. Pharmacists and other healthcare professionals trust us to provide expert analysis, educational support, webinars, and news that informs, supports, and enhances their practice. We independently source, evaluate, and communicate and make practical medicines knowledge accessible worldwide.

Our governance and leadership

Our Assembly provides overall governance and strategic direction for RPS. Our three National Pharmacy Boards provide advocacy, support and strategic leadership for pharmacy practice and developments within England, Scotland, and Wales. The Pharmaceutical Press (PhP) Board advises the Assembly on the direction and approach of Publishing, while our Executive Team look after every aspect of our operations.

Central Services

We support the organisation to achieve its goals by providing people, technology, facilities, and financial services.



JOB PURPOSE

The role of the Scientific Writer is to contribute to the creation of content for the Pharmaceutical Press (PhP) products. This includes activities such as triaging inbound sources, the maintenance of databases, researching content, organising workflows, and updating specific areas of content in the PhP products which can be tightly defined by procedures.

The Scientific Writer may also take responsibility for defined sections of the publications, where the content is fact based and does not require analysis or interpretation. In addition, the Scientific Writer will be the first line of support for product QA activity, including pre-publication testing and proofing of typeset pages at times of peak demand.

MAIN ACCOUNTABILITIES

1. Contribute to content updating (with a focus on fact-based content or where content updating is tightly defined by procedures), including but not exclusively, searching for and selecting relevant information, organising, and writing or checking content suitable for use in PhP publications.
2. Assist in the timely delivery of content both by managing contributions, guiding workflow (particularly that which involves external contributors) and by processing material according to production schedules.
3. Triage content from new or updated sources to assist Clinical Writers to focus on the most clinically critical aspects of these changes.
4. To manage sections of the content management system and other editorial tools, particularly those that require the uploading of pre-formatted documents (e.g. graphical structures, spectra).
5. Take responsibility for defined non-clinical sections of content (e.g. medical devices, editorial changes in response to dm+d updates) ensuring an appropriate and timely updating schedule.
6. Contribute to the quality assurance of products.
7. Provide administrative support or respond to correspondence as required.

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

- Content delivered in line with defined procedures in a style appropriate to the publication.
- Quality of editorial work; minimal reworking and input required by colleagues.
- Meeting deadlines or renegotiating deadlines if necessary (but demonstrating an understanding of the limitations of rescheduling).
- Publication processes adhered to and maintained.
- Effective working relationships both with colleagues and external partners.
- Understanding of policies, procedures, and remit of the various publications.

KNOWLEDGE & SKILLS FOR THIS JOB

- Higher education qualification in a life science subject.
- Excellent communication skills with the ability to present complex information clearly and concisely.
- Ability to work effectively within a team and to organise own workload.
- Desirable: an understanding of medicines/herbal medicines, pharmacology, toxicology, excipients or drug development; analytical science or chemistry; medical terminology.
- Desirable: evidence of writing or editorial experience.

October 2023