ROYAL PHARMACEUTICAL SOCIETY

JOB DESCRIPTION

TECHNICAL WRITER

Location:	London
Reports to:	Lead writer
Responsible for:	N/A
Grade:	3

Who we are

The Royal Pharmaceutical Society is the professional membership body for pharmacists and pharmacy in Great Britain. We advance the profession of pharmacy for public and patient benefit to secure the future of the profession and our members.

What we do

We lead and promote the advancement of science, practice and education in pharmacy to shape and influence the future delivery of pharmacy driven services.

We support and empower our members to improve health outcomes for society through professional guidance, networks and resources

How we work

We are:

- Focused on delivering for members, patients and the public
- Committed to listening and learning
- Collaborative in our approach to success
- Dedicated to excellence in everything we do

JOB PURPOSE

The role of the Technical 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 Technical 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 Technical 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. Under the guidance of the Senior Editorial Assistant, 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;

CORE RESPONSIBILITIES FOR THIS JOB

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

BEHAVIOURAL COMPETENCIES

Behavioural competency	**Level required – ops, mgr, senior mgr**
Strategic perspective	Ops
Delivering a member and customer focussed service	Ops
Communication	Ops
Planning and organisation	Ops
Openness to change	Ops
Negotiating and influencing	Ops

KNOWLEDGE & SKILLS FOR THIS JOB

- Higher education qualification in a subject relevant to the clinical use of drugs, or equivalent practical experience in a healthcare or regulatory setting;
- An understanding of drugs, medicines and medical terminology;
- 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;
- Evidence of writing or editorial experience desirable.