

JOB DESCRIPTION Writer/Analyst

Line Report: Practice Head
Management Report: Operations Director/Finance Director

KNOWLEDGE/EXPERIENCE REQUIRED FOR THE ROLE:

Pharmacological, medical sciences or business degree, plus minimum of two years work experience: pharmaceutical industry; analyst: postgraduate research or teaching, data analysis or market research; writer: healthcare agency, editorial or writing.

MAIN PURPOSE OF THE ROLE:

- Write a document according to the specification and within the schedule agreed with the client (and/or as briefed by the project leader).
- Resource content (internet searching; database searching; market, client or internal sources).
- Apply analytical and/or research skills to interpret data from multiple sources and structure a findings report.
- Implement project and checking procedures to ensure quality drafts delivered to client, from authorship through to final document.
- Client liaison, including meeting clients for work review, answering clients' telephone enquiries, writing meeting and contact reports.
- Liaise with Creative team for all artwork and production concerns and be aware of artwork and production techniques, including electronic publishing options.
- Liaise with Practice Head re personal workloads, document status, document budgets.
- Maintain awareness of advances in drug therapy and the pharmaceutical industry.

KEY COMPETENCIES:

- Analytical & authorship/editorial skills: ability to analyse and interpret data, research and write structured reports, write to different styles, audiences and vehicles, edit others work
- Organisational skills: ability to prioritise own workload; work to deadlines and under pressure.
- Communication and interpersonal skills: ability to work in multiple teams or alone.
- Computer literacy: ability to use Microsoft Office suite.

ROLE DEVELOPMENT:

- Individual responsibility for identifying training and development needs.
- Broaden experience with:
 - different types of data sourcing and interpretation techniques
 - different writing styles, audiences, vehicles
 - involvement in different types of projects (within and across practice).
- Project management/consulting skills or account management/editorial skills.

PERFORMANCE MEASUREMENT:

Area	Target time	Metrics
Delivery	80%	○ Personal billability
Personal	20%	○ SMART objectives agreed with Practice Head