



**Job Title:** Medical Communications/Medical Writing Associate – Rare Diseases

**Term:** 1-year fixed term maternity cover

**Salary:** £30k - £38k (depending on experience and pro-rata for part time hours)

**Reporting to:** Head of Research and Medical Communications

**Hours:** Full time (part time with a minimum of 28 hours per week may be considered for the right candidate)

We are looking for a talented medical writer to join our small bespoke medical communications and research agency that specialises in rare and complex diseases. If you have a passion for writing, a keen eye for detail and can translate research findings into accurate and engaging content, we would like to hear from you.

This is a rare opportunity to join our unique agency that operates on a not-for-profit basis. By gifting any surplus to our parent charity, the MPS Society, we directly support vital work in research, education and advocacy for severe, life-limiting, rare diseases. Our clients include leading pharmaceutical companies and patient organisations. This role will give you an opportunity to develop your writing skills across varied projects that support the MPS Society's charitable aims and the rare disease community.

The ideal candidate will have a life sciences degree (higher degree preferred MSc/PhD) and experience working in a medical communications agency. You will be skilled in literature searching and able to interpret scientific and medical literature to produce high quality copy that is on brief and appropriate for the target audience.

Join us and you will be working with a highly skilled, dedicated and supportive team. In addition to a competitive salary, we offer pension contributions, life assurance (subject to the conditions of the scheme) and an Employee Assistance Programme.

**Specific areas of responsibility include, but are not limited to:**

Undertake medical writing projects as required whilst maintaining familiarity with current industry practices and regulatory requirements that govern medical writing (e.g. GPP and ICMJE guidelines, ABPI Code of Practice). These include:

- Literature searches and reviews
- Abstracts and posters for national and international conferences
- Manuscripts for peer-reviewed journals
- Slide decks
- Patient focused materials, guidelines and newsletters
- Editing and proofreading
- Act in the capacity of lead writer for some medical writing projects

Assist, as required, research studies, to include:

- Literature searches and reviews
- Basic data analysis
- Research reports and transcripts

**General areas of responsibility**

- Participate in team meetings and attend training events relevant to specific responsibilities
- Assist with any reasonable duty at the request of the line manager for the post
- Maintain Good Clinical Practice, BHBIA, ABPI and other relevant training

**We offer:**

- 25 days annual leave (pro-rata) plus bank holidays
- Christmas closure – bonus time off on top of your annual leave
- Employee assistance programme - available 24/7
- Pension
- Life assurance (subject to the conditions of the scheme)
- on-site parking

**Further information**

This role is based at our head office in Amersham however hybrid working with a minimum of 2 days in the office each week may be agreed for the right candidate.

The successful candidate must be eligible to work in the UK

Salary is dependent on experience and pro-rata for part time hours.

**Disclosure & Barring Service (DBS)**

The MPS Society is a charity that provides a range of care, support and activities for children and adults at risk throughout the UK. This is provided in a number of ways through our dedicated support and advocacy service, annual events, patient expert meetings and conferences. MPS staff, trustees and volunteers may be asked to be involved in the delivery of its regulated activities and therefore will require an enhanced DBS check during recruitment and for this to be reviewed on a regular basis.

Please provide your CV and a covering letter explaining how your previous roles and experiences make you the candidate we are looking for.

**Closing Date:** We have an initial closing date of 28 February however interviews will be held following receipt and assessment of suitable applications. We will only respond to applicants shortlisted to interview therefore if you have not heard from us within 4 weeks of your application, we thank you for taking the time to apply and your interest in working for us.

For an informal chat about the role please contact Alex Morrison [a.morrison@rd-rp.com](mailto:a.morrison@rd-rp.com)

## PERSON SPECIFICATION

	Essential	Desirable
Eligible to work in the UK	✓	
<b>Education / Qualifications</b>		
Degree or equivalent in life sciences	✓	
Higher degree (MSc or PhD) in life sciences		✓
<b>Experience</b>		
At least 2 years' medical writing experience	✓	
<b>Skills, knowledge and abilities</b>		
Excellent proven medical writing skills	✓	
Extensive knowledge of medical research and literature sources and search methods	✓	
Use of referencing software (EndNote) and Veeva Promomats		✓
Excellent IT skills, including Outlook, Word, Excel and Powerpoint	✓	
Ability to learn quickly and identify where training is needed	✓	
Superior communication skills, both verbal and written	✓	
Highly detail-oriented, able to work in a methodical, structured manner	✓	
Proven ability to manage multiple assignments and activities simultaneously	✓	
Ability to complete goals within allotted timeframes and deliver high-quality results	✓	
Strong initiative and ability to identify issues and create solutions	✓	
Self-motivated and able to function with minimum supervision	✓	
Flexible, assertive and able to multi-task and prioritise when faced with competing work demands	✓	
Tact, discretion and respect for confidentiality	✓	
<b>Motivation</b>		
Passionate about MPS Society's mission and aims	✓	