

Director, Scientific Services

Scientific Strategy & Direction

- Provide scientific direction and strategy at the account and project level
- Develop & review scientific content for quality
- Act as product/therapy area expert

JOB DESCRIPTION

The Director, Scientific Services is responsible for developing scientific content for assigned projects, providing strategic consultation, and supporting the efforts of JB Ashtin in serving our clients. The Director, Scientific Services works independently with modest oversight from senior scientific staff, and has 5 to 7 years' experience in the pharmaceutical industry or medical communications business. A crucial member of the team, the Scientific Director has a leadership role in direct interaction with clients and key thought leaders. Job requirements also are to believe in, live, and communicate our corporate Core Values (Commitment to Excellence, Building Strong Client Relationships, Being Proactive, Being Thoughtful of Others, Doing Whatever it Takes, Being Humbly Confident, and Having Fun).

RESPONSIBILITIES

- Produce consistent high quality scientific/medical content for all assigned writing projects (including, among others, abstracts, posters, slides, manuscripts), under modest direction
- Ensure accuracy of all written material and annotate data, references, and background scientific/medical information used to complete a project
- Develop medical communications materials (including, among others, agendas, learning objectives, frequently asked questions) to support the account as they prepare for a program (eg, advisory boards, focus groups)
- Perform literature searches and other research to complete assigned projects and support account teams
- Facilitate the implementation of scientific strategies and tactics
- Assist in identifying new business opportunities and in the development of new business pitches
- Recruit and develop regional and national thought leaders; maintain working relationships with same and other professionals relevant to the business
- Lead strategic publication planning
- Serves as a scientific partner and trusted advisor to clients demonstrating understanding of their business and objectives
- Work in partnership with the Account Director to ensure client expectations are met
- Provide consultation for creative assets to ensure scientific/medical accuracy and consistent branding across a client's projects
- Effectively troubleshoot/address questions from clients/authors, under the minimal direction of senior scientific staff
- Provide direction and support to medical editors to assist them in completing the editorial review of assigned projects prior to release
- Maintain up-to-date knowledge of and adhere to GPP2, PhRMA, FDA (including FDAAA), and OIG guidelines
- Any and all other job duties that may be assigned by JB Ashtin

REQUIREMENTS

- Advanced medical or science degree (MD, PharmD, or PhD) with 5 to 7 years' experience in medical writing
- Demonstrate thorough knowledge of therapeutic areas, science, and products for all assigned accounts

- Ability to simultaneously manage numerous, complex projects with overlapping timeframes and deadlines
- Possess strong interpersonal communication, organizational, and problem-solving skills
- Ability to proactively plan, prioritize tasks, and manage time effectively
- Adherence to company standard processes and procedures
- Ability to use information and data effectively
- Proficient in Microsoft Word, PowerPoint, Excel, and Outlook
- Exhibit professionalism and thoughtfulness of others at all times
- Ability to work with confidential and sensitive corporate/client information
- Respond well under pressure, and able to demonstrate urgency and flexibility
- Approximately 20% to 25% travel is required

NOTE: This job description describes the general nature and type of work to be performed by an employee in this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of a person in this position.