

## Job Description

The Senior Scientific Director is responsible for the review and development of scientific content within the accounts/projects assigned by the VP, Account Services. The Senior Scientific Director works independently across multiple therapeutic areas with minimal oversight from senior scientific staff and has 7 or more years of experience in the pharmaceutical industry or medical communications business. The Senior Scientific Director is a highly visible individual engaging in frequent interaction with clients, key thought leaders and internal staff. The Senior Scientific Director will lead and manage direct reports within the Scientific Services department as well as freelance scientific writers or editors. Job requirements also are to believe in, live, and communicate our corporate Core Values



### Key Roles:

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

## Responsibilities

- Manages assigned scientific services group, ensuring appropriate staffing, effective performance management, workload efficiency, and quality
- Assists VP, Account Services in setting and implementing departmental policies and procedures
- Provides medical insight and control over scientific/medical and intellectual products produced for the assigned accounts
- Reviews and approves all scientific content for assigned accounts and provide feedback and relevant medical information to assigned writers
- Generates strategically sound project ideas and takes a leadership role in developing marketing initiatives for existing and prospective clients
- Manages performance review process for all direct reports
- Assists in identifying new business opportunities and lead medical portion of new business pitches
- Lead and direct strategic publication planning and positioning of key data
- Recruits, develops, and maintains working relationships with regional and national thought leaders and other professionals relevant to the business
- Acts as the primary source of product/therapy area expertise within JB Ashtin and for the client
- Provides consultation for creative assets to ensure scientific/medical accuracy and consistent branding across client projects
- Supervises and produces consistent high quality scientific/medical content for all assigned writing projects (i.e. abstracts, posters, slides, manuscripts, etc.) under minimal direction
- Effectively troubleshoots questions from clients/authors
- Provides direction and support to medical editors to assist them in completing the editorial review of assigned projects prior to release
- Develops medical communications materials (i.e. agendas, learning objectives, frequently asked questions, etc.) to support the account as they prepare for a program (eg, advisory boards, focus groups)
- Ensures accuracy of all written material and annotates data, references, and background scientific/medical information used to complete a project
- Performs literature searches and other research to complete assigned projects and supports account teams
- Maintains up-to-date knowledge of and adheres to GPP3, 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 (PharmD, PhD, or MD) with 7 to 10 years experience in medical communications/medical writing
- Demonstrate thorough knowledge of therapeutic areas, science, and products for all assigned accounts
- Ability to simultaneously direct and manage numerous, complex projects with overlapping timeframes, deadlines
- Respond well under pressure, and able to demonstrate urgency and flexibility
- 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
- Approximately 25% to 35% travel is required

*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.*