

## Role Description

<b>Title:</b>	Technical Writer
<b>Section/Department:</b>	Product Management
<b>Reports To:</b>	CSO

### Position Summary:

Responsible for the quality, relevance and timely delivery of all technical content in the publications under their remit, the Technical Writer will assist in maintaining editorial standards throughout the entire publication process. This includes devising, commissioning and editing content. Specifically, the Technical Writer writes product descriptions and technical copy for the Tocris product database, website, catalogue, literature, and other promotional and marketing materials. The Technical Writer will additionally participate in e-marketing and lead generation programs on an ongoing basis and represent the organisation at selected industry tradeshows.

### Key Responsibilities:

- Devise, commission and edit suitable new marketing material content.
- Edit contributions for accuracy, style, consistency and suitability.
- Deliver the publications under control on time and within guidelines.
- Manage contributors to ensure timeliness of delivery and quality of content.
- Identify and maintain a list of style guidelines for contributors.
- Enter and write product descriptions for the database, catalogue and website. Assist with the categorisation of products. Assist with the maintenance of the pharmacological aspects of the product database and website.
- Support Tocris' products range by making products ready for sale, amending/updating existing product data and amending/adjusting the product database fields and categories as necessary.
- Provide scientific content for in-house produced materials, website and e-alerts.
- Proof read Tocris' literature and catalogue.
- Assist with the production of externally written scientific literature.
- Assist with e-marketing campaigns including writing technical e-alerts, sourcing names through journals and websites as well as other forms of research.
- Attend tradeshows promoting Tocris' range of catalogue products.
- Provide technical marketing information to colleagues visiting customers, attending tradeshows, etc.
- Participate in maintenance of the pharmacological aspects of the product database.
- Maintain an up-to-date appreciation of the scientific research related to Tocris' products and marketplace (e.g. through scientific literature, conferences, etc.).
- Provide some degree of technical support.
- All other duties as required.

**Specific Competencies:**

BSc or PhD in a Life Science Discipline.

Pharmacological or Biochemical knowledge.

Advanced editorial skills including accurate spelling, grammar and punctuation.

Technical copy writing.

Strong attention to detail.

General business skills including: time management, organisation and planning, decision-making, problem resolution, written and verbal communication.

Networking, negotiating and interpersonal skills.

Computer literacy (esp. MS Access, MS Word, MS Excel and on-line databases).

HTML programming is desirable but not essential.

Passport and full drivers' licence.

**Additional Information:**

Tocris' normal business hours are 9:00am to 5:00pm, Monday to Friday. Occasional out of hours work (including weekend work) is required as the role involves a moderate amount of domestic and international travel (mainly related to conferences and tradeshows) and the role holder should be comfortable with expending the extra effort required to meet marketing targets and deadlines.

This role commands the professional staff salary and benefits package including: profit share, 25 days annual holiday, pension, flex-time, medical and life insurance.

**NB:**

The above role description describes the principal purpose and main elements of the role as currently defined but it is neither wholly comprehensive nor permanent and is subject to regular review with your manager. The Company reserves the right to change your role description to meet revised business need.