



*Position Title: Director/Sr. Director, Medical Information and Scientific Communications*

*Department: Clinical Development and Medical Affairs*

*Reports To (title): Executive Director, Medical Affairs*

*Location: Boston, MA or King of Prussia, PA (preferred)*

*Date: 10/13/17*

Exempt     Non-Exempt

*Summary of Position:*

The Director/Sr. Director Medical Information and Scientific Communications will be a senior leader in the Clinical Development and Medical Affairs (CDMA) organization responsible for Medical Information and Scientific Communications. Working with the Medical Affairs matrix team, this individual develops strategic and tactical plans to align with CDMA objectives including medical plans, training, education, publications and research (clinical, non-clinical and health economics outcomes research).

This role will be responsible for developing timely and accurate responses to unsolicited requests for information to internal and external customers and to provide the scientific content for communication and training materials, educational programs, and sponsorship.

*Position Responsibilities:*

- Provides strategic insights on customer Medical Information needs as part of Medical Affairs Planning. Supports the development of Medical Information and Educational strategies in response to evolving external needs.
- Develops metrics and insight strategies that will assess both content satisfaction /utilization and data dissemination approaches to inform scientific data gaps, direct future content areas, improve data dissemination and other insights that will inform company strategy for the product.
- Advances the medical knowledge/understanding of company products and pipeline data.
- Progresses and maintains up to date the Scientific Platform and company Lexicon through the lifecycle of the assigned product.
- Collaborates with colleagues in Medical Affairs, Scientific Publications and other functional areas in the development of slide decks and other key scientific communications utilized by externally facing functions for scientific communications.
- Establishes the Medical Education strategy and budget, develops and maintains a proposal submission pathway, and facilitates a cross-functional review.
- Participates in development and training initiatives to meet current and future business needs.
- Maintains proactive and responsible communication regarding medical information, scientific core content, internal and external educational activities, grants strategies and outcomes with internal stakeholders including Clinical Development, Medical Affairs and Commercial organizations.
- Represents Medical Affairs at the Medical Regulatory and Legal Review Committee.
- Manages Medical Information and Call Center provider; supports vendor identification and contracting as required.
- Establishes a productive work environment, by creating trust and respect within the matrix group, and establishes her/himself as a trusted partner, reflecting the Paratek Core Values.

*Candidate Requirements:*

- Advanced Life Science degree required, Masters or Doctorate strongly preferred (MD, PharmD, PhD).
- Previous (5-7 years combined) medical information and scientific communications within medical affairs required.
- Pharmaceutical or biotechnology industry experience required, anti-infective therapeutic background preferred.
- Expert knowledge of pharmaceutical industry laws, regulations, and guidelines regarding medical information and scientific communications.
- People management experience preferred; ability to manage medical information and communication vendor(s).
- High degree of professionalism, integrity and collaboration required.
- Exceptional verbal and written communication skills required.
- Strong leadership, team building, negotiation, and ability to execute required.
- Excellent networking and relationship building skills for successful cooperation with internal and external customers.
- Excellent interpersonal skills with the ability to develop important relationships with key stakeholders and influence others.

*Additional Information:*

- Technology needs: Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Travel requirements (%): 30%, as needed.