



## JOB DESCRIPTION

<b>Job title</b>
Senior Technical Writer
<b>Name of person or job role reporting to</b>
Director
<b>Responsibilities</b>
<ul style="list-style-type: none"><li>• Writing a range of collateral, including feature and news articles, case studies, brochures, press releases, website text, PowerPoint presentations, infographics, message houses and other marketing material, often on technical subjects and from supplied notes or phone/internet interviews</li><li>• Responding to and liaising with external and internal clients</li><li>• Client management and building good customer relationships to help grow the business</li><li>• Coordinating projects, including invoicing</li><li>• Ensuring that our rigorous editorial process is followed</li><li>• To ensure maximum flexibility and to reflect the Company's evolving needs, you may be asked to perform additional tasks that may be reasonably expected within your level of capability without additional remuneration.</li></ul>
<b>Qualifications/Experience</b>
<p><b>Essential experience and qualities</b></p> <p>The successful candidate will have a science or engineering degree, or equivalent, and be able to:</p> <ul style="list-style-type: none"><li>• Demonstrate their ability to understand sometimes complex technical subjects and write clear, concise and accurate copy from written briefs. (We will be looking to see reference examples in your CV and would ask you bring examples to interview.)</li><li>• Liaise with clients professionally and efficiently via Teams video calls and email, often conducting interviews this way</li><li>• Conduct excellent desk research and background reading</li><li>• Coordinate and work on multiple projects and be able to prioritise your workload, work on your own initiative and manage your time efficiently</li><li>• Work well with colleagues, for example, briefing designers on technical illustrations</li><li>• Implement various editorial style guides and writing practices</li><li>• Manage files appropriately on our information systems.</li></ul> <p><b>Desirable experience and qualities</b></p> <p>The successful candidate should have:</p> <ul style="list-style-type: none"><li>• Knowledge of the oil and gas, renewable energy, energy-transition/decarbonisation and/or engineering sectors</li><li>• Excellent communication skills</li><li>• The ability to bring in new contacts and work.</li></ul> <p>Candidates with previous experience working for an agency and on a range of deliverables would be at an advantage.</p>



I hereby agree that I have read and understood the job description.

Signed

Date

Name