

## Senior Report Writer

### Job Description

We have an exciting opportunity for a highly self-motivated and enthusiastic candidate to join our Report Writing Team, as we continue to accelerate our considerable growth.

### About the role

The Senior Report Writer will provide comprehensive and professionally written content, presenting detailed technical and specialist information in a form that can be easily interpreted by a wider, non-technical audience.

The role would suit a candidate with a strong background in written English and a natural flair for words. You will have had experience of writing complex reports on behalf of clients and be able to collate and digest information from a range of sources.

We are a highly successful and rapidly growing company, providing an exceptional service to clients from a range of industries and across the country.

### Key responsibilities:

- Prepare, review, and edit technical reports through various drafting stages on behalf of clients.
- Review and collate background documentation from a variety of sources to identify key themes and issues.
- Work with internal teams to identify additional material for inclusion where necessary.
- Ensure consistency of Company style and content is used throughout reports.
- Produce work within strict deadlines.
- Support the Head of Quality Assurance to review and quality check reports before submission to clients and related organisations.

### Experience and skills required:

- Experienced report writer with an extensive and proven track record in either a commercial or public sector setting. Candidates will be expected to include details in their CVs of the type and nature of reports prepared, the proposed audience and the outcomes achieved.
- Skilled in writing clear and concise copy, with excellent spelling and grammar.
- Proven ability to convey complex, technical information to a wider audience.
- Sound research and analytical skills to identify and collate information from multiple sources.
- Ability to digest and understand a diverse range of technical language and concepts.
- Displays exceptional attention to detail, particularly in writing and proof reading.
- Able to consistently produce work of a high standard in line with a clearly defined Company style.
- Highly flexible and motivated, able to work well under pressure and manage workload effectively to meet strict deadlines.
- Good interpersonal skills and able to work collaboratively with a range of people in a variety of contexts.
- Numerate and proficient IT user.