

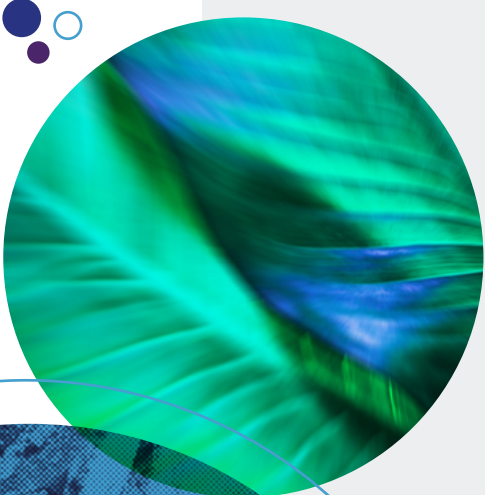
An introduction to healthcare communications

Healthcare communication agencies play a vital role in supporting pharmaceutical and biotechnology companies with the commercialisation of their new therapies through high-impact communication of data to key audiences. These audiences can be very diverse, and include specialist healthcare professionals, general practitioners, nurses, pharmacists, regulatory bodies, patients and patient organisations. The work we do can be related to a new breakthrough therapy that's in development, a therapy that's already on the market, or a specific disease area.

As someone working in a healthcare communications agency, you'll be involved in developing and/or managing the development of scientific and medical content to ensure that relevant audiences are kept abreast of the latest developments. There are many different project types and communication channels that are used to help clients achieve their objectives. The main categories are publications, meetings and online/digital materials.

Working in this industry is incredibly rewarding and also provides a lot of variety in your day-to-day job role. Within any agency, no two projects or working days are ever the same. It's a fast-paced environment that requires you to deliver high-quality, accurate outputs to critical deadlines, often juggling multiple projects with competing priorities, all while managing different stakeholders. You'll get the opportunity to work directly with clients from different companies, teams and disciplines, and liaise with some of the leading healthcare professionals and disease area experts in the world.

There are significant personal development and career progression opportunities across the whole field of healthcare communications, with the potential to take on different roles and responsibilities and develop new skills during your career.



Why Helios Global Group?

Founded in 2015, we've grown from a single agency (Helios Medical Communications) into a large, award-winning group (the Helios Global Group), comprising four separate healthcare communications agencies: **Helios, Selene, Apollo** and **Cogentia**.

We're an independent agency group (meaning that we're not part of a bigger network of companies) that is still led by the three founders. This independence allows us to be agile and focus on the evolving needs of our clients and employees. It also provides a clarity of direction, helping to unite our agency teams around a shared purpose and ethos.

Our success to date has been driven by the exceptional quality of our work and our remarkable people. Our growth has largely been built on expanding our work with existing clients, and through these clients referring us to their colleagues. Our high-quality delivery comes from only recruiting the very best, most talented, ambitious and driven individuals and providing them with opportunities for growth, personal development and progression.

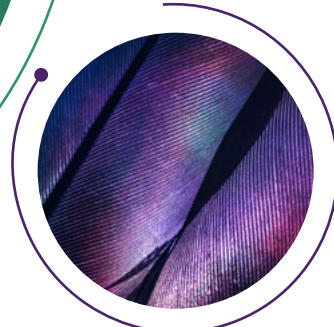
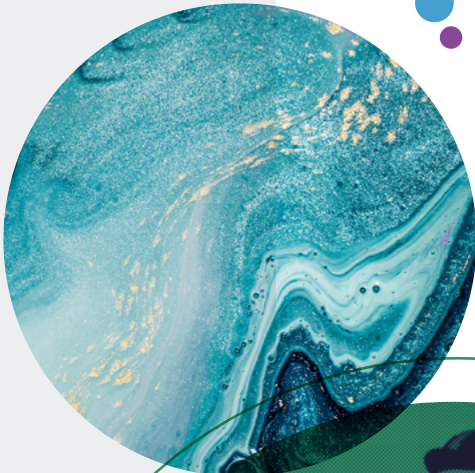
You can find out more information about Helios Global Group and our current vacancies by visiting heliosglobalgroup.com or by looking through our Group Overview brochure (available upon request).



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Our entry-level job roles

We have various roles for those embarking on a new career in healthcare communications. Because we're a science-led agency, all our entry-level team members need to have a scientific background in a medical, pharmacological, biological or biochemistry-based discipline.

Most of our vacancies require a PhD, MSC or a BSc with ≥1 year of relevant experience in industry or academia. However, we do have a limited number of opportunities for those graduating with a 3-year BSc (these are called Graduate roles).

When you join us, irrespective of role, you'll usually work on one or two different client accounts, supporting across an array of different project types. You'll work alongside highly experienced team members who'll support you in developing your skills and experience. You'll need to be able to juggle competing priorities and produce high-quality work, while remaining focused on meeting various deadlines.

Some of our entry-level roles are described below.



Associate Medical Writer

In this role you'll focus on producing accurate and high-quality content for many different projects, from meetings through to publications or online materials, depending on the nature of your account(s). A keen eye for detail, excellent knowledge of grammar and exemplary writing skills are required for this role.

Scientific Project Coordinator*

This is a hybrid role focused mainly on project management (~80% of the role) with opportunities for content generation. As well as having all the skills required of an Associate Medical Writer, you'll also have experience of, and enjoy, planning and organising activities to meet deadlines.

Scientific Database Coordinator*

This is a hybrid role focused on database management and project management (~80% of the role) with some opportunities for content generation. The role is similar to the Scientific Project Coordinator role, but its main focus is on data entry and project tracking for various medical approval databases used by our clients.

Read more about what it's like to work in these roles in the team profiles at the end of this brochure.

*We also recruit non-hybrid Project and Database Coordinators, whose remit focuses solely on project management. These team members have the same scientific qualifications but do not get involved in content development.

Living by our ethos

Our company ethos is simple: 'aim for excellence' and 'be a great place to work'. This provides our team with the latitude to perform to the highest standards and reach their potential.

Aiming for excellence

Excellence is our standard throughout the Group. We always aim to deliver our best possible work across each and every project. We only recruit the best candidates, setting the foundation for our exceptional quality standards. Our rigorous recruitment processes mean that our teams comprise high-performing individuals who deliver exceptional work for our clients. Our overall approach to achieving excellence for our clients is achieved through the following:

Being a great place to work

We're a forward-thinking, ambitious and conscientious organisation, focused on looking after our people – our team is at the heart of everything we do. This is reflected in our industry-leading annual retention rate of $\geq 90\%$.

Our culture and working environment allow employees to flourish, grow and achieve their career goals with us. We have a strong focus on team working, getting to know each other, and growing the company sustainably and responsibly. Some of the things we believe make Helios a great place to work are shown below:



Training and personal development

As someone new to the world of healthcare communications, you'll soon appreciate that there's a lot to learn! Don't let that worry you, though. We'll support you throughout your career with an industry-leading learning and personal development experience that's specifically tailored to your skills, experience and job role.

Central to this experience is an individualised training programme built from three types of content. The first is **Inductions**, completed by all new team members in their first 3 months. These Induction sessions provide all the essential information that you need to know when you join us. The next is **Foundation** training. This builds on the inductions, helping you to learn more about processes and systems, and ensuring you develop the skills that you'll need to be effective in your job role. Finally, our **Specialist** training topics are designed as 'deep dives' into many of the different project types, subject areas and skill sets that you'll encounter or need during your career. Because of the targeted nature of this training, Specialist training is scheduled when you have a specific need. This ensures that the training is relevant and meaningful, and that learning can be applied immediately in your day-to-day work.



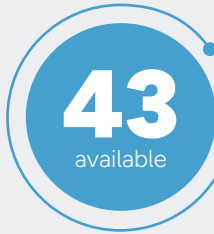
Our training is delivered by a team of in-house healthcare communications experts and industry-leading external training partners. We offer training via multiple channels and in different formats, whether it be group training, 'bite-sized' hints and tips, 'how-to' guides, or one-to-one topic-focused coaching with an internal expert. All our training content is housed in our Training Hub learning management system, which means easy access to a wealth of information.

Your training programme is always coupled with on-the-job training, as this is often the best way to consolidate learning and develop your skills. Indeed, training, support and feedback are a part of daily life at Helios, and you'll receive lots of individualised feedback on your work from more experienced team members. At a company level, we also meet regularly for **Insight Meetings** to showcase and discuss interesting projects and share experiences across the business.

Starting your career with Helios Global Group opens up a wealth of options for career development and progression. We offer our team many opportunities to try different and new things, and explore what they do best. We encourage progression and ensure that excellent work is recognised and rewarded. In addition, for those working in hybrid project management and content development roles, there's an opportunity to specialise in either of these disciplines, or remain hybrid.

Training facts and figures*

We take training very seriously here, and believe that our team can only do their best work when they have the right knowledge and expertise. Here's a snapshot of our training credentials.



◀ **Induction trainings:**
for all new starters



Foundation trainings: ▶
tailored to job role and experience



◀ **Specialist trainings:**
tailored to job role, experience and personal development goals. Plus on-the-job coaching and mentoring!



Regular compliance email updates and annual compliance training since 2015 ▶



Regular sharing of tips for Outlook, SharePoint, MS Teams, etc. ▶



Grammar Guru delivers tips on correct grammar and how to avoid common pitfalls ▶



Additional bite-sized learning assets ▶



54 ▶ Live training sessions

47 ▶ New trainings developed/implemented

>75 ▶ In-house colleagues involved in training development and delivery

>9900 ▶ Hours logged to training completion†

7 ▶ Company Insight Meetings to share learnings from interesting projects



*Period from 1 January to 31 December 2024; †Includes client-specific training. Does not include initiatives or training completion by Cogentia or Apollo Medical Communications.

Spotlight on entry-level roles at Helios

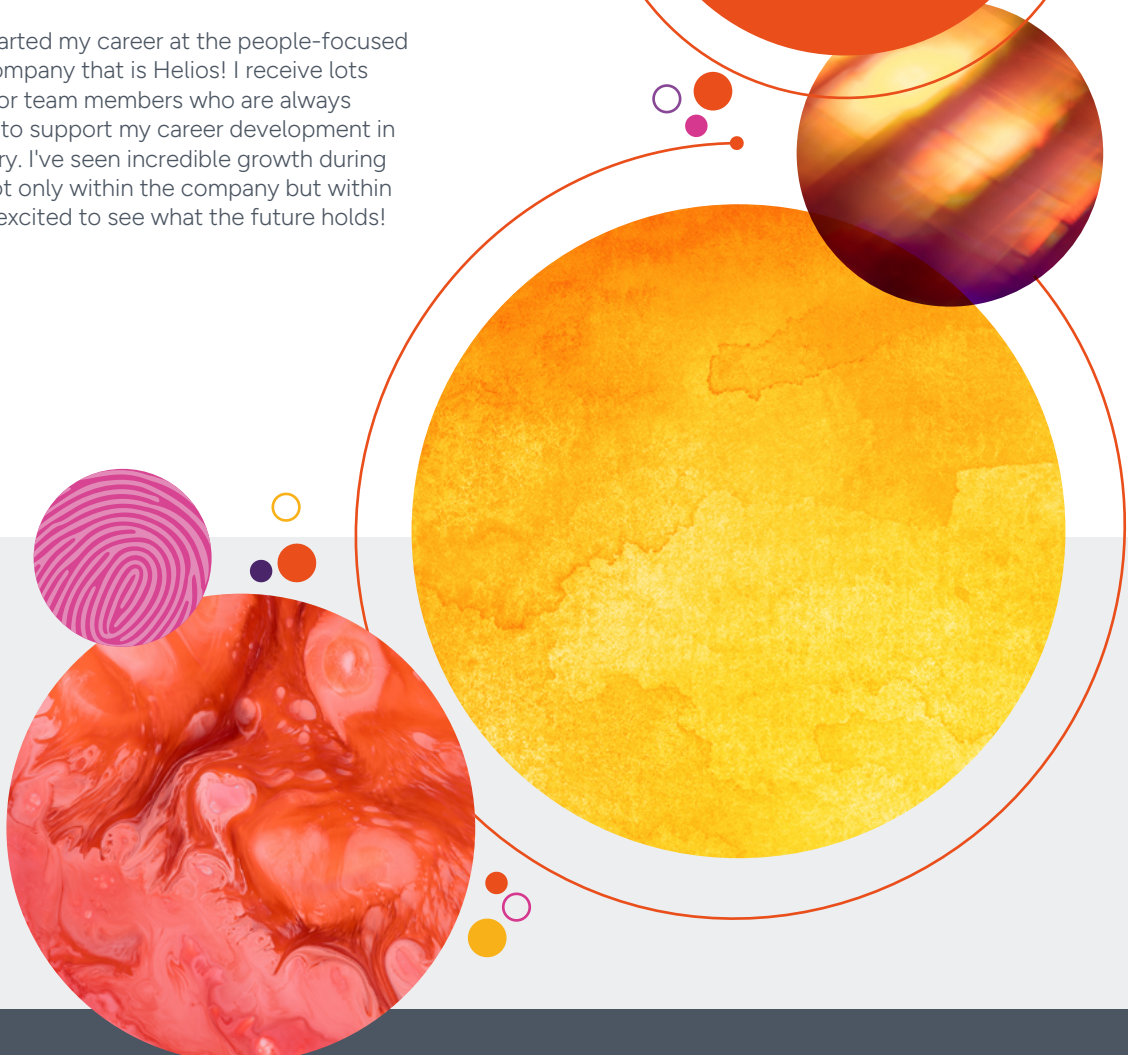
Meet some of the team who started their healthcare communications journey with us. All now have established careers within the Group and have been promoted to more senior roles.

Scientific Project Coordinator — Taylor Fitzsimons

Before starting my career at Helios, I undertook a research master's degree in biomedical sciences at Durham University. During my research, I realised that I was considerably more passionate about reading the literature as opposed to the day-to-day work in a laboratory environment. I'd followed the world of healthcare communications since my second year at university and realised that this thriving industry would be the perfect career option for me: I'd have the opportunity to work with some of the leading pharmaceutical companies, discover the cutting-edge therapies in development across a range of diseases and hear expert insights from world-leading researchers.

I initially joined Helios as a Scientific Project Coordinator, a hybrid role that's allowed me to increase my knowledge of healthcare communications from the perspectives of both project management and scientific content development. From external expert liaison to slide development, I supported with delivering various scientific activities including steering committees, symposia and advisory boards, all within my first year here.

I feel so lucky that I started my career at the people-focused and solution-driven company that is Helios! I receive lots of guidance from senior team members who are always enthusiastic and keen to support my career development in this fast-paced industry. I've seen incredible growth during my time at Helios – not only within the company but within myself – and I'm very excited to see what the future holds!





Associate Medical Writer — Matthew Stopford

Before joining Helios Global Group, I completed a PhD and worked for several years as a Postdoctoral Research Associate in a neuroscience department. I loved being at the cutting edge of scientific research and drug discovery, but I wanted a more stable career with greater progression opportunities. On reflection, the aspects of scientific research that I enjoyed most included writing my thesis and research papers, presenting and discussing data in laboratory meetings, and collaborating with pharmaceutical companies. I was excited to discover that a career in medical communications ticked all these boxes!

During my time as an Associate Medical Writer, I was involved in a variety of different projects, including a primary research manuscript, posters and presentations for scientific congresses, interactive medical education slide decks, and advisory board meetings.

I love learning about a new therapy area, as well as unfamiliar disciplines such as health economics and outcomes research, and it's also rewarding to work in an industry that improves patients' lives.

I'm very grateful to have joined Helios because it has such a fantastic culture. We're proud to be an excellent place to work and to deliver high-quality outputs to clients. Since joining the company, I've benefited from the team-focused working style, and particularly the guidance from kind and experienced colleagues. I have an encouraging and supportive manager, I can learn on the job as well as through formal training, and I embrace the opportunities to shape my own career progression.



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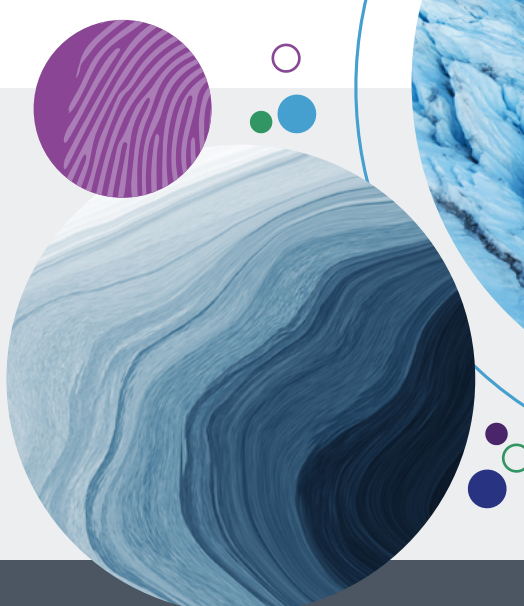
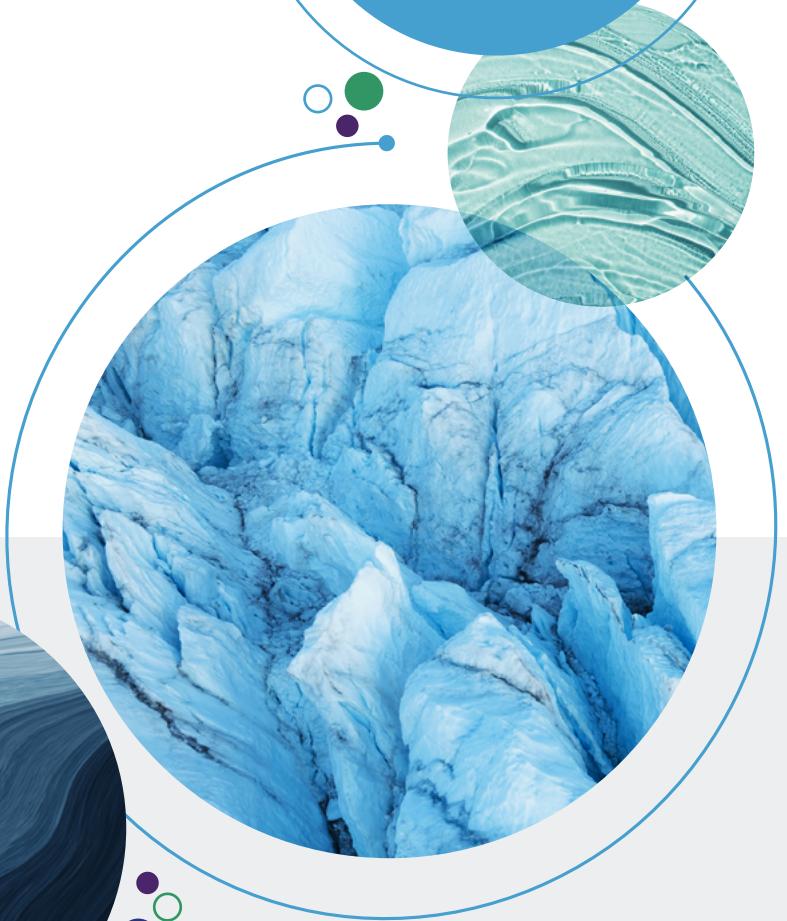
Graduate Scientific Database Coordinator — Emily Addison

I knew throughout my neuroscience degree that I wanted to pursue a career in biological sciences, as I was keen to continue exploring this exciting area and further develop my scientific knowledge. In my eyes, there were two routes for a career in science: working in a laboratory or in a clinical role. However, the more job applications I sent out, the less enthusiastic I became about either prospect. That's when I was introduced to the idea of working in healthcare communications and to Helios.

I joined the company with limited knowledge of healthcare communications and absolutely no industry experience. However, thanks to the comprehensive training provided here and the unwavering support from my wonderful team, I quickly felt confident in my role and I'm very proud of how much I have learnt since starting.

My responsibilities include supporting with project management and scientific content development across multiple projects. On the medical publications side, common tasks involve liaising with congresses, client leads and expert authors regarding posters, abstracts and presentations that will be submitted to congresses. On the commercial meetings side, tasks include tracking and assisting with material development, managing reviews through approval software and developing project timelines. This variety of work in a fascinating therapy area makes the job both interesting and rewarding.

There is a unique sense of community at Helios that makes me feel very grateful to be a part of the team.



Graduate Scientific Project Coordinator – Harriet McConnell



Towards the end of my undergraduate degree in biology at Keele University, I was faced with the decision of whether to stay in academia and undertake a postgraduate degree or enter the world of work. While I was researching potential careers, I came across healthcare communications. The industry seemed to fit perfectly with my interests: I would remain within the scientific arena and would work with world-leading pharmaceutical companies, but not have the day-to-day repetitive laboratory work.

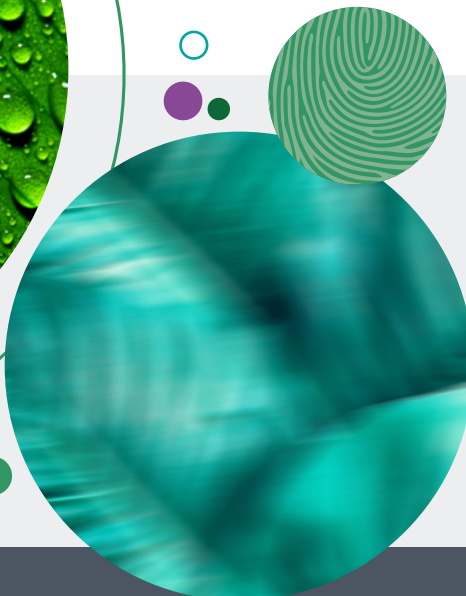
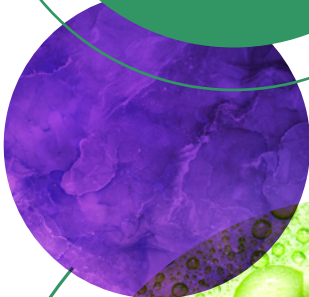
As one of the few healthcare communications companies that offers opportunities for candidates with undergraduate degrees, I reached out to Helios to express my interest in their Graduate Scientific Project Coordinator vacancy. As a hybrid role, it allows you to develop skills in both project management and content development; a perfect opportunity for someone who's starting out in the industry.

In my first few months, I was involved in client and external expert liaison, meeting organisation, contracting and reference checking. Although it was a steep learning curve, I'm so pleased I chose this route, as the first-hand experience I have gained, and will continue to gain, is extremely valuable. I work across numerous projects, meaning that every day is different, bringing new challenges and tasks.

I feel as though I've hit the jackpot finding Helios! There's not been a single day where I haven't felt welcomed, encouraged and supported. I feel extremely lucky to have begun my career in a relaxed, enjoyable and fast-paced environment where I feel at ease to grow and pave my own future within this industry.



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Apply now!

We recruit for entry-level job roles throughout the year. If you're interested in applying for any of these roles, please send your CV along with a cover letter highlighting your interest and suitability for the role to:

recruitment@heliosglobalgroup.com

As excellent writing, attention to detail and English language/grammatical skills are required for every role, we require all applicants to complete a written assessment prior to interview.

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