

# ROLE PROFILE - Ethics Adviser

## Career Framework: Policy and Advisory Level 4

### Role Purpose:

Role holders will deliver technical and professional advice to external stakeholders or one or more areas of the SRA. Role holders will also exercise delegated decision making powers and casework applications for waivers of parts of the SRA Handbook. The emphasis is on understanding a wide range of complex queries on matters of professional conduct and SRA procedures in order to provide accurate and timely guidance. Roles are analytical and will provide information and advice in both written and oral communications.

### Outcomes:

- Provides verbal and written guidance to lawyers and other professionals through accurate interpretation of the SRA Handbook 2011, taking into account various legal and regulatory standards, case law and legislation.
- Reviews and analyses problems to identify and deliver the best solutions in line with the requirements of the SRA Handbook and to support the SRA's objectives and the management of risk.
- Caseworks applications for waivers and authorisations under the Rules and makes regulatory decisions in accordance with delegated powers from the SRA Board.
- Maintains a customer focused approach to all internal and external communication.
- Maintains consistency of and adherence to the quality and service level standards required within the Professional Ethics Guidance Team.
- Pro-actively contributes to the training and guidance of other Team members to continuously improve standards.
- Develops effective working relationships within and outside the Team to provide collaboration opportunities and enhance own knowledge and expertise.
- Participates in ad hoc projects and contributes to policy issues on behalf of the department as required.
- Identifies issues that may require further guidance or which indicate a theme is developing.
- Assesses the risks present in complex and detailed scenarios and takes appropriate action by way of referral when appropriate.
- Delivers on tasks and projects as required in line with the Directorate's and SRA's strategy
- Engages with internal and external stakeholders to ensure best possible outcomes

### Knowledge, Skills & Experience:

#### Essential

- Qualified lawyer
- Experience in legal practice
- Strong concern for professional standards
- Ability to give advice to a wide range of professionals

**This role profile is aligned to the internal SRA career framework.**

The career framework profile outlines the generic requirements which are common to all roles within this strand/level. The role profile outlines supplementary role specific requirements.

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- Ability to apply principles and criteria in decision making
- Ability to grasp complex factual cases and draw out critical information
- Resilient and able to work in a constantly changing environment
- Ability to work under pressure to deliver a large workload to meet deadlines
- Ability to work on own initiative as well as being a team player
- Excellent drafting, research, analytical and problem solving skills
- IT literate (Windows based software)

#### Desirable

- Track record of leading and delivering solutions, taking responsibility and accountability for the successful resolution of complex issues
- Ability to manage ad hoc projects and personal development
- Understanding of regulatory and operational risk
- Knowledge of the application of relevant legislation, regulatory standards, processes and procedures

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