

## ROLE PROFILE - Policy Officer (Project support - Regulatory Policy)

### Role Purpose:

To provide project and policy support to the SRA's Regulation and Education Team, making an effective contribution to elements of the development, delivery and implementation of the SRA's policy and education work.

### Outcomes:

- Contributes to aspects of the development, delivery and implementation of policies likely to have a material impact on the market for legal services and/or legal education in England and Wales
- Contributes to the development and conduct of rigorous impact assessments, including equality impact assessments, of policy proposals
- Has a clear understanding of the application of the SRA's regulatory purpose and approach and the values of equality, diversity and inclusion in the delivery of effective policy outcomes.
- Provides technical information for use by others involved in decision making.
- Prepares and presents information for reports, consultation papers, policy documents, committee and board papers, including graphic presentation.
- Establishes effective relationships with stakeholders which reflect a sound understanding of their roles, objectives and, where relevant, operational realities.
- Contributes to evaluating and monitoring the effectiveness of regulatory activity and/or the outcomes-based quality assurance of the SRA's education and training requirements.
- Contributes to briefings on regulatory and/or educational policy issues to team members, internally within the SRA and externally.
- Takes responsibility for producing high quality work which meets agreed deadlines
- Works constructively with colleagues in an environment that values equality, diversity and inclusion
- Supports policy managers and policy associates in the execution of policy projects including team set-up, budgeting, development of project approach, deliverables, scope and plans
- Monitors project performance against plan in order to identify and address risks and issues that could affect delivery of the project
- Develops relationships with relevant Project Sponsors to agree project deliverables and scope, ensuring that timing, cost, deliverables and expected benefits remain aligned throughout the project
- Works with Project Sponsors to build and manage project teams to support delivery of a successful project
- Applies relevant quality assurance tools, including risk and issue registers, dependency logs, lessons learnt, stakeholder communication plans and change registers, programme and project plans, throughout the lifecycle of the project
- Reviews lessons learned from delivered projects and makes recommendations in order to drive continuous improvement
- Develops relationships with identified stakeholders across the SRA to agree project scope, deliverables and measures of success
- Produces and keeps up to date clear, concise and consistent project documentation

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

The career framework profile outlines the generic requirements which are common to all roles within this type and level. This role profile outlines supplementary role specific requirements. The two profiles should be read in conjunction.

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### **Knowledge, Skills & Experience:**

#### **Essential**

- Demonstrable ability to support the execution of policy projects through effective project management
- Experience of creating project documentation
- Experience of project support or management
- Good oral and written communication skills
- Ability to work independently and as part of a team
- Good IT skills, including the use of MS Office suite of programmes

#### **Desirable**

- Understanding of one or more of: regulation, consumer policy, economics, legal services market, education and training
- Project management qualification such as PRINCE 2

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