

ROLE PROFILE - Policy Manager

Career Framework: Policy & Advisory Level [5] (upper)

Role Purpose:

To lead key elements of the development of the SRA's policy, and/or education and training agenda and - working with a wide range of external and internal stakeholders - of its delivery and implementation.

Outcomes:

- Leads on the development, delivery and implementation of key policies, applying robust project management techniques.
- Applies a clear understanding of the SRA's regulatory purpose and approach, the range of available regulatory tools, the importance of an evidence base and the values of equality, diversity and inclusion to deliver effective policy outcomes.
- Leads on the development and conduct of rigorous impact assessments, including equality impact assessments, of policy proposals
- Maintains knowledge of current thinking and best practice within the wider regulatory, legal services, professional education and training and public policy environments.
- Reflecting a broad-based interest in public policy, makes a senior-level contribution to the discussion and debate which informs the development of the SRA's regulatory policy and/or education and training agenda, internally.
- Participates with confidence and credibility in external debate, for example by representing the SRA's position at conferences and other events.
- Establishes influential relationships with key internal stakeholders which reflect a sound understanding of their roles, objectives and, where relevant, operational realities.
- Establishes influential relationships at a senior level with key external stakeholders which reflect a sound understanding of their agenda.
- Evaluates and monitors the effectiveness of regulatory activity, including education and training requirements.
- Develops approaches to research and evidence gathering in support of policy development
- Produces, supervises the production of and presents a wide range of well-written reports, consultation papers, policy documents, committee and board papers.
- Leads the provision of specialist advice, support and briefings on complex regulatory and/or educational policy issues to team members, internally within the SRA and externally.
- Promotes a responsive and high performance culture and adopts clear processes and service standards for measuring and managing the performance of teams and individuals.
- Provides support, specialist knowledge and constructive challenge to team members beyond their immediate area of work.
- Takes responsibility for creating a working environment that encourages equality, diversity and inclusion

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**

- Degree or equivalent experience
- Background in one or more of: regulation, consumer policy, economics, legal services market, education and training
- Experience of policy development work in similar or related environment
- Experience of leading project teams and of using robust project management techniques to deliver and implement policy
- Strong decision maker, able to think independently and to produce practical and clear conclusions to complex issues
- Interpersonal skills needed to build influential relations across a wide range of senior-level internal and external stakeholders
- Confident communicator, able to engage effectively both internally and externally and to present information to a wide range of audiences
- Previous experience of producing well written documents eg. complex reports, consultation papers, policy documents, committee and board papers.
- Good IT skills, including the use of MS Office suite of programmes
- Strong commitment to equality and diversity both as a colleague and regulator

Desirable

- Demonstrable ability to apply regulation to the legal services market and/or to professional legal education

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