



Supporting Solicitors



Policy Advisor – Technology Law

Job purpose: To promote the Law Society's influence, reputation and ability to represent the interests of its members by shaping policy and informing the development of related member services

Key Accountabilities

- Lead on developing a programme of technology and law policy development events.
- Participate in external stakeholder meetings with senior management to build a robust network to gain insights and spread the news of our work.
- Liaise with the research team on bringing insights and up to date information on tech and law to the team and wider audiences.
- Prepare updates for ELT and Office Holders.
- Keep up to date with developments in the relevant area so that advice is informed, timely and responsive.
- Build and maintain effective relationships within the Law Society (including members of relevant Boards and Committees), practitioner groups and external stakeholders to understand current and emerging issues.
- Identify, develop, and implement influencing and lobbying strategies and activities to advance policy objectives.
- Provide accessible advice, information and support for members. through publications, web-based and social media and events.
- Represent the Society credibly and effectively at meetings with or as a member of external bodies, including identifying and taking forward joint initiatives.
- Work together with colleagues to provide input to communications and lobbying work, technical support and material for other services as appropriate.
- Respond to consultations on issues related to the legal tech field.



Knowledge, Skills & Experience	Planning & Organising
<p>Essential</p> <ul style="list-style-type: none"> ▪ Knowledge of the issues covered by the post; ▪ Relevant experience of working in a policy or business development environment; ▪ Strong understanding of the legal and economic system and the role of solicitors in it; ▪ Knowledge and understanding of the relevant policy and legislative environment; ▪ Ability to analyse complex issues and assess their implications for the profession and Law Society policy on that issue; ▪ Ability to provide advice and support to the profession; ▪ Strong written and oral communications skills; ▪ Ability to represent The Law Society credibly at a senior level; ▪ Ability to engage and influence policy development at a senior level across government and the profession, as well as within the Law Society. <p>Desirable</p> <ul style="list-style-type: none"> ▪ Project Management skills, including setting and monitoring delivery of KPIs with grant recipients. 	<ul style="list-style-type: none"> • Ability to deliver work independently and/or as part of a team; • Excellent written and oral communication skills; • Ability to identify, analyse and solve problems and exercise sound judgement in decision-making; • Robust and diplomatic manner, with a strong customer focus; • ability to deal with proactive and reactive work and to take on new priorities as they arise; • self-motivation and an ability to work with minimal supervision to prioritise work and meet deadlines; • willingness to attend out of hours events from time to time.