



Supporting Solicitors



Policy Adviser

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

- 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 also 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.



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; ▪ 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; ▪ Knowledge and understanding of the relevant policy and legislative environment; ▪ 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-motivated 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.