



## 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.



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