**Policy Assistant**

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| **Job purpose:** To provide support for policy work and assist in the research and drafting relating to a range of projects for a particular policy area and/or geographical region |

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| **Key Accountabilities** | |
| * To research and monitor developments relating to the relevant area of law /practice/geographical region; * To provide input into the drafting of responses to consultation papers, committee and working group papers, evidence for inquiries and briefings for both internal and external use; * To project manage events and visits related to relevant policy area/geographical region to time, budget and quality standards; * To maintain information systems in place to identify and record members’ objectives and interests in the relevant policy area/geographical region; * To pro-actively work with staff in other directorates to provide timely policy advice and technical information to the required standard to contribute to cross-functional project work; * To represent the Society at external meetings with stakeholders either as an individual or with relevant colleagues from within the department as appropriate; * To provide input to news and information bulletins, website content and social media used by the Law Society and department; * To produce technical information and interpretation for use by others involved in decision making, ensuring on time delivery to quality standards. | |
| **Knowledge, Skills & Experience** | **Planning & Organising**   * Ability to deliver work independently and/or as part of a team; * Excellent written and oral communication skills; * 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. |
| * An understanding of legal practice and knowledge of the legal environment and the role of the legal profession in it; * Relevant experience of working in a policy or business development environment with experience in the relevant area of law/practice/geographical region; * Ability to assimilate new issues quickly and analyse complex issues with an understanding of the policy implications of proposals; * Ability to research and prepare policy papers and to explain complex issues clearly and concisely; * Ability to draft for online communications; * Tact and diplomacy in dealing with a wide range of individuals; * Awareness of the interests of others in the organisation; * Shows reliability and resilience in difficult circumstances. |