



Coordinator - Accreditation

Job purpose: This role is responsible for providing casework and analysis support for a variety of activities to assist with the effective administration, development and promotion of Law Society Accreditations schemes (both entity based and individual). In particular, this will involve investigating and making decisions (up to a pre-defined level) on the award of accreditation.

Key Accountabilities

- Investigate and decide upon a practices' or individuals regulatory record, having regard to its implication on the scheme applied for, referring to the Technical Lead with any findings which raises a policy issue.
- Evaluate, quality check and decide upon assessment reports submitted by independent assessors as a means of analysing suitability for quality control, raising any aspects that raise a policy issue with the Technical Lead.
- Work in continuous liaison with relevant teams as directed
- Feedback on the various schemes with amendments and/or changes that need to be considered for the new releases of the product.
- Dealing with enquiries from internal and external contacts on issues regarding the scheme
- Produce reports, provide information and make recommendations to relevant stakeholders as required.
- Work in an advisory capacity with the team administrators as applicable.
- Monitor the application of the scheme requirements amongst accredited practices
- Undertake in-depth research and analysis across various scheme areas
- Draft scheme guidance and application requirements in a clear, concise and accurate form.
- To support the quality assurance process within Membership Services.
- To support and up skill colleagues within Membership Services in effective, evidence based decision making using the standardised internal processes.
- Develop a sound understanding of related work within Policy and Legal teams, to support and advise on technical issues within Membership Services and wider.



The Law Society

Supporting Solicitors



Knowledge, Skills & Experience

Essential

- Educated to degree level or equivalent
- A resilient, flexible and adaptable individual and champion of change
- Ability to analyse facts and evaluate options critically
- Advanced analytical and problem solving skills
- Ability to organise work to deliver on time and to agreed standards
- Proven ability to work proactively, within tight and challenging timeframes
- Results focussed
- Supports an ethos of continuous improvement, both with people and processes in order to improve the business area performance
- Strong verbal and active listening skills
- Customer focussed
- Comfortable working within a team or independently using own initiative
- Ability to provide constructive feedback

Desirable

- Proven experience of working with quality standards used in membership and/or commercial organisations
- Knowledge and experience of legal practice management
- Effective report writing skills
- Demonstrate energy, confidence, enthusiasm and commitment
- Knowledge/Understanding of changing legal landscape
- Proven ability to build strong networks and to develop key relationships both internally and externally

Organisation Chart

Executive Director of Membership Services

Technical Manager

Coordinators - Accreditation (x12)

