



## Policy Assistant

**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

### 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.



The Law Society

## Supporting Solicitors



### Knowledge, Skills & Experience

- 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.

### 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.