



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

Essential

- 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;
- Strong written and oral communications skills;
- 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.

Desirable

- Project Management skills, including setting and monitoring delivery of KPIs with grant recipients.

Planning & Organising

- 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-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.