

Policy Advisor

Job details	
Directorate:	Membership and External Affairs
Department:	Policy and Regulatory Affairs
Team:	Justice
Grade:	Specialist B
Reports to:	Policy Manager
Line management responsibilities:	No
Location:	London

Role overview

To lead on policy development in relation to the work of the Law Society in relation to access to justice policy, initially with a particular focus on civil legal aid, and influence key stakeholders, and work with colleagues to develop resources and services, in the interests of the Law Society's members and to achieve its strategic goals.

Core duties of the role:

The post holder will:

- Work effectively with colleagues, elected and appointed members, and external partners, to develop policy that achieves the Law Society's strategic goals and meets members' needs
- Be a credible representative for the Law Society and its members, advocating for our strategic priorities with key policy makers, including government representatives and departments, in relation to proposed policy and operational changes, and lobby in support of Law Society positions

- Cultivate strategic partnerships with external organisations, liaising on issues of mutual interest and where appropriate taking forward joint initiatives
- Identify and respond to opportunities for positive operational, law reform and public policy impact, and provide reliable and well-informed advice and leadership
- Keep up to date with policy and legislative developments in civil justice, and their potential impact on the courts, quickly understand new issues, and analyse impacts on the profession and access to justice
- Draft clear, informed, and succinct papers for member policy groups at the Law Society, reliable and well-informed guidance and practice notes for the profession, consultation responses to Government and other bodies, evidence to inquiries and commissions, briefings for internal and external use (including for parliamentarians and media), and other documents, as appropriate
- Support the Law Society's 'Get Involved' strategy to engage more members in the policy-making process
- Liaise and collaborate effectively with Law Society colleagues to support public affairs, media, strategic business planning and reporting work and the member offer
- Work flexibly on projects across the policy agenda to support delivery of the wider Policy Team's contribution to the Society's business plan
- Contribute to other Law Society initiatives, projects and campaigns, both internal and external facing

Skills and attributes:

Criteria (knowledge, skills and attributes)	Assessment stage
Proven experience in influencing public policy development across government, parliament, regulators and/or the legal profession, including spotting opportunities, developing credible and persuasive policy positions and recommendations, and evaluating, monitoring and reporting on impact	Application Form and Interview
Strong understanding of the UK's legal and political systems, good working knowledge of broad legal policy issues, and some expertise in the issues currently facing legal aid in England and Wales or ability to quickly develop this	Application Form and Interview

Ability to research and analyse complex legal and policy issues and assess their implications for the profession and access to justice	Application Form and Interview
Ability to explain complex legal and policy issues clearly, concisely and accurately for a wide range of audiences, both orally and in writing	Application Form and Interview
Ability to build and maintain effective working relationships with a broad and diverse range of people including colleagues across the Law Society, office holders and members, and external stakeholders at all levels, and to be a credible representative of the Law Society	Interview
Willingness to engage with wider Law Society initiatives, projects and campaigns that relate to the policy directorate, including delivery of membership support services and resources that contribute to commercial and member engagement goals	Application Form
An understanding of the civil legal aid system in England and Wales, and the key policy and operational challenges it is currently facing	Application Form and Interview
Experience of delivering projects from design to delivery, in collaboration with others	Application Form and Interview
An understanding of housing and/or immigration and/or inquest law and legal aid	Application Form
Experience of working in a membership organisation	Application Form
Experience of delivering projects from design to delivery, in collaboration with others	Application Form and Interview
Experience of working in a legal setting	Application Form
Self-motivation and an ability to plan and produce high-quality work at pace and to deadlines with minimal supervision	Application Form and Interview
Ability to work both independently and as part of a team	Application Form and Interview
Ability to deal with proactive and reactive work and to take on new priorities as they arise	Application Form and Interview
Constructive, balanced and positive approach to work that exemplifies the Law Society's values	Application Form and Interview

Ability to effectively manage wellbeing being during busy and pressured times at work, with support from the Law Society as appropriate	Application Form and Interview
Willingness to attend occasional out of hours events.	Application Form

Organisational chart

