

International 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:

- Identify, develop, and implement influencing and lobbying strategies and activities to advance the Law Society's policy agenda
- Represent the Society credibly and effectively at meetings with or as a member of external bodies, including identifying and taking forward joint initiatives
- Keep up to date with developments in the relevant area so that advice is informed, timely and responsive
- Provide accessible advice, information and support for members, through publications, web-based and social media and events
- 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
- Work together with colleagues to provide input to communications and lobbying work, technical support and material for other services as appropriate.
- Line management of junior members of the team (as necessary)

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Knowledge, skills and experience

Essential

- Experience and knowledge of International policy environments and of multilateral international organisations;
- Ability to represent The Law Society credibly at a senior level, notably on the international scene;
- Ability to engage and influence policy development at a senior level across government and the profession, as well as within the Law Society.
- 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 on regulatory issues and international business development;
- Strong written and oral communications skills;
- Robust and diplomatic manner, with a strong customer focus;
- Ability to deliver work independently and/or as part of a team;
- self-motivation and an ability to work with minimal supervision to prioritise work and meet deadlines;
- Willingness to attend out of hours events and to travel.

Desirable

- Relevant linguistic skills, including fluency in one commonly used foreign language
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- Line management experience
- International trade policy
- International trade promotion
- Commercial legal services background from working in a law firm, legal institution, membership organisation or government department.
- Willingness to learn and develop, taking on new responsibilities and adopting a flexible, pragmatic approach to work

Planning & Organising

- Member and international stakeholder engagement;
- Formulation of policy
- Project management
- Event management

The role will be based in London with regular international travel and evening engagements.

Organisation Chart



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