

### **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)

# The professional body for solicitors

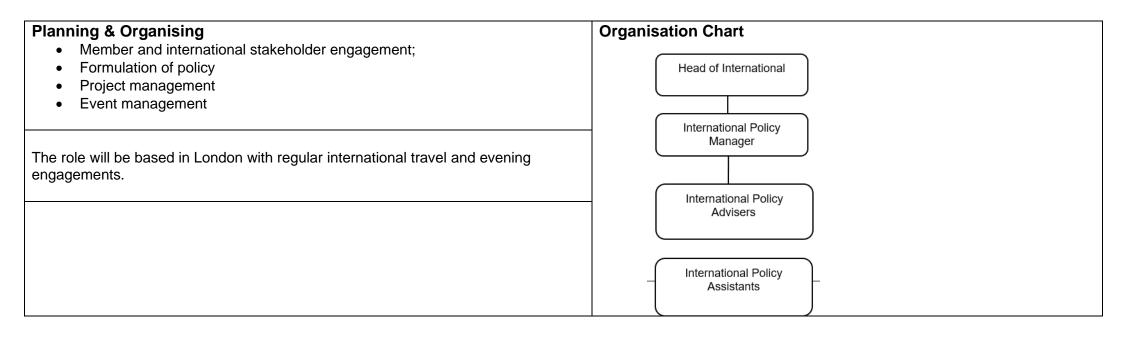


| Knowledge, skills and experience   |  |
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| Essential  |  |
| <ul> <li>Experience and knowledge of International policy environments and of multilateral international organisations;</li> <li>Ability to represent The Law Society credibly at a senior level, notably on the international scene;</li> <li>Ability to engage and influence policy development at a senior level across government and the profession, as well as within the Law Society.</li> <li>Strong understanding of the legal and economic system and the role of solicitors in it;</li> <li>Ability to analyse complex issues and assess their implications for the profession and Law Society policy on that issue;</li> <li>Ability to provide advice and support to the profession on regulatory issues and international business development;</li> <li>Strong written and oral communications skills;</li> <li>Robust and diplomatic manner, with a strong customer focus;</li> <li>Ability to deliver work independently and/or as part of a team;</li> <li>self-motivation and an ability to work with minimal supervision to prioritise work and meet deadlines;</li> <li>Willingness to attend out of hours events and to travel.</li> </ul> |  |
| <ul> <li>Desirable</li> <li>Relevant linguistic skills, including fluency in one commonly used foreign language</li> </ul>   |  |

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| <ul> <li>Line management experience</li> <li>International trade policy</li> <li>International trade promotion</li> <li>Commercial legal services background from working in a law firm,<br/>legal institution, membership organisation or government department.</li> <li>Willingness to learn and develop, taking on new responsibilities and<br/>adopting a flexible, pragmatic approach to work</li> </ul> |  |
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### The professional body for solicitors