

## Policy Assistant

**Job purpose:**

To provide high quality and reliable support to the Justice team across a broad range of policy work, including policy research, and assisting with analysis and development

**Key Accountabilities:**Policy analysis and development:

- Proactively monitor developments across a broad range of topics relating to the areas of work undertaken by the Justice team.
- Conduct research, data gathering and analysis to inform policy development and provide reliable and well-informed information for use by others involved in decision making.
- Working with Law Society committee members and Policy Advisors to develop robust, evidence-led policy positions.

Policy content:

- Contribute to the drafting of:
  - responses to consultation papers and calls for evidence
  - evidence for parliamentary select committee inquiries
  - policy research reports
  - internal and external briefings
  - Law Society committee and working group papers.
- Contribute written content for use on the Law Society website, news and information bulletins, and press materials.

Stakeholder engagement:

- Effectively engage and build relationships with colleagues across the Law Society on a range of policy issues.

- Attend meetings of relevant Law Society committees and working groups to contribute to discussions on policy issues and assist with note taking.
- Represent the Society in a credible and highly professional manner at external meetings with stakeholders.
- Assist with the delivery of policy projects by organising, coordinating, and recording engagement activities with stakeholders and Law Society members.

Administrative support:

- Supporting, as required, the creation and coordination of working groups and other policy groups.
- Supporting the organisation and running of events, roundtables and high-level meetings.
- Ensure key internal reporting systems are maintained and up to date.
- Assisting with some minor team administration e.g. booking team meetings and activities.

**Knowledge, skills and experience**

Essential:

- Good understanding of law, the legal environment and legal issues.
- Enthusiasm for learning a broad range of new and complex legal issues quickly.
- An understanding of policy development and influencing
- Good research and analysis skills
- Good written and oral communication skills, including the ability to explain complex and often technical issues clearly and concisely for a range of audiences.
- Good ability to build relationships with both internal and external stakeholders from a wide range of backgrounds.
- Ability to represent the Law Society in a professional and diplomatic manner both internally and externally.
- A proactive approach and ability to deliver high quality work to challenging deadlines either independently and/or as part of a team.

Desirable:

- Relevant experience of working in a policy, legal or research environment.
- Good knowledge and understanding of one or more areas relating to the administration of and access to justice, including the role of HMCTS, funding of advice including solicitors' costs rules, legal aid and pro bono, civil justice procedure and judicial appointments

- Excellent organisation skills, including the ability to deal with both proactive and reactive work and to adapt to new priorities as they arise.
- Ability to manage own wellbeing during busy and stressful periods of work, with the support of the Law Society as appropriate.
- A strong understanding of, and commitment to, equality, diversity and inclusion at work.