

## Head of Diversity and Inclusion

**Job purpose:** Improving diversity and inclusion (D&I) within the solicitor profession and within the Law Society as an employer.

### Key Accountabilities:

- Set the strategic direction of the Law Society's diversity and inclusion work and lead a single coherent and focused programme of member and firm facing activity to improve access and diversity within the solicitor profession.
- Ensure the diversity and inclusion programme of work is aligned to the Law Society's agreed strategy and business plan.
- Propose the programme and report on performance to Equality, Diversity and Inclusion Committee, internal committees and Council.
- Build strong relationships with our individual demographic divisions to ensure our diversity and inclusion work programme prioritises (within budget and resource capacity) the issues identified by division members and tackles themes identified by all groups.
- Lead a team to develop their expertise on broad diversity and inclusion topics and deliver the corporate programme.
- Develop objectives and success measures for each activity in the programme as part of the planning process and formally review with EDIC and the relevant Divisions each activity against these measures.
- Maximise the visibility of the diversity and inclusion related events, research and publications, working collaboratively with relevant internal colleagues to do so.
- Support our relationship management function to raise awareness of the programme and seek member engagement with diversity and inclusion topics.
- Provide knowledgeable and credible advice, guidance and support to members and firms to develop diversity and inclusion practice excellence in the legal profession.
- Represent the Law Society expertise in external profession related D&I projects and networks where these will further the aims of our diversity and inclusion programme.
- Advise and support the Law Society on best practice so that our internal policies, services and practices pay due regard to equality, diversity and inclusion.

The professional body for solicitors

- Develop and maintain internal (staff and Office Holders) and external stakeholder relationships to ensure that the Law Society's diversity and inclusion work is consistent with good practice within the legal profession and in other sectors and industries.
- Be able to speak with authentic authority on diversity and inclusion matters.
- Manage the implementation and take up of the Women in Law Pledge and Diversity and Inclusion Charter across the legal profession.
- Seek out business development opportunities to increase the capacity and capability of the Law Society diversity and inclusion team to deliver value added services to our members and firms.

### Knowledge, skills and experience

#### Essential

- Experience of working at a senior level and developing and implementing strategies and action plans to achieve objectives.
- Solid policy drafting skills and the ability to analyse, document and present persuasive policy papers and briefings.
- A strong knowledge of equality legislation and relevant codes of practice.
- Highly developed verbal and written communication and presentation skills.
- Ability to analyse, interpret and present complex and sensitive issues in a clear and persuasive style.
- Ability to build credible relationships at senior level with a diverse group of key stakeholders.
- Ability to influence and engage with leadership teams and establish credible working relationships with other senior members of an organisation.
- Proven experience of managing a team, conducting appraisals and ensuring work objectives are established and delivered.

The professional body for solicitors

<ul style="list-style-type: none"> <li>• Working as part of team, both as a leader and the ability to work independently.</li> <li>• Experience of managing and reporting on budgets.</li> <li>• Politically astute and able to assess risks, anticipate difficulties and to make informed decisions and balanced judgements.</li> <li>• Diplomacy to manage competing interests so that key priorities can be established and delivered.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of the legal profession in relation to Diversity and Inclusion.</li> <li>• Experience of working, advising and implementing Equality Impact Assessments.</li> <li>• Knowledge of working in a regulatory or membership organisation.</li> </ul>	
---	--

<p><b>Planning &amp; Organising</b></p> <p>Leading the annual plan for the Society's external D&amp;I work.          Planning the internal approach to equality impact.          Organising the individual work programmes of the team and the overall D&amp;I programme.          Member of Comms and Diversity Management team.</p>	
<p><b>Dimensions</b></p> <p>Lead relationship manager for Equality, Diversity and Inclusion Committee - a committee of Council - and four Divisions of volunteer solicitors.</p> <p><b>Operating environment</b></p> <p>Chancery Lane and external locations for meetings.</p>	

The professional body for solicitors

**Financial responsibility**

Budget of circa £350k staff and £350k non-staff.

**Creative Responsibility**

Using creative ways to encourage diversity and inclusion to become everyone's business.

**Analytical Responsibility**

Using data to identify trends within the profession and providing insight on the latest developments in diversity and inclusion from the legal and other sectors.

Analysing internal diversity data to identify areas for improvement.

**Location**

London

The professional body for solicitors