

Senior Legal Adviser (J)

Job purpose:

- Act as in-house senior legal adviser to the Law Society and support the Head of Legal Services as solicitor to the Law Society.
- Provide high quality specialist legal advice, assistance and representation to the Law Society in respect of Public Law matters and in respect of the Society's representative and regulatory functions to ensure that its interests are safeguarded and its corporate objectives are realised.
- Assist in identifying and minimising legal risks faced by the Law Society.
- Work in collaboration with the Society's Legal and Regulatory Policy team to support the development of legal policy, respond to consultations and provide expertise and guidance to the solicitors profession.
- Assist in the effective management of the legal department.

Additional tasks as may be required by Head of Legal Services from time to time.

Key Accountabilities:

- Accurate, well researched and clearly expressed written and oral legal advice in a wide range of areas.
- Accurate and concisely drafted legal advice, agreements, and reports.
- Assess and make recommendations on applications from the legal profession for the Law Society to intervene in or commence litigation.
- Timely, effective and active case management of litigation involving the Law Society, drafting submissions/pleadings and instructing external advisers and Counsel where necessary.
- Carry out advocacy and reporting duties before courts, tribunals and casework and other internal committees and bodies.
- Provide clear, concise and accurate oral and written legal reports to the Society's Council and internal committees, boards and groups.
- Drafting of correspondence on behalf of the President, Chief Executive and senior managers on complex and sensitive matters.
- Assisting the Head of Legal Services with management of the legal team.

Actively demonstrate a solutions-focused awareness and an understanding of major issues affecting the solicitors' profession, the Law Society's business objectives and priorities, and corporate compliance issues.

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Knowledge, skills and experience

- A qualified solicitor with a current practising certificate.
- Substantial experience of working as a lawyer in the private, public or voluntary sectors, including strategic management of complex legal issues.
- Excellent demonstrable knowledge of:
 - Judicial review
 - Public, regulatory and administrative law
 - Human rights law
- The regulation of legal services including the Legal Services Act 2007 and the Solicitors Act 1974
- Internal and external stakeholder support and management.
- Excellent analytical and drafting skills and ability, and a high level of attention to detail.
- Very good oral and written communication skills.
- Ability to influence others, command respect and create a good first impression.
- Ability to take independent responsibility for workloads, plan and prioritise to meet deadlines and work well under pressure.

Desirable

Good demonstrable knowledge of:

Legal policy

European Law

Competition law

Data Protection/Freedom of Information

Working in a membership organisation.

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Planning & Organising

This role works predominantly autonomously but under the supervision of the Head of Legal Services. The legal team forms part of the Executive directorate.

The role involves working with a wide range of internal clients across all of the Society's business areas including legal policy & regulatory affairs, governance, corporate & regulatory compliance, membership services and the chief executive's office. It covers a diverse and unpredictable scope of in-house work and often requires urgent deadlines to be met.

The role is responsible for making assessments of legal risk in relation to legal obligations of the Law Society and for advising on how they should be dealt with. This covers a diverse workload with hardly any routine work, calling for flexibility, adaptability and lateral thinking and providing solutions to a wide variety of complex legal and strategic problems on a day to day basis.

This often requires the consideration and application of different legislative and regulatory regimes and legal principles, constant analytical thought and an ability to set a particular problem in its strategic context. In equal measure it also requires attention to detail and the co-ordination of input from different sources within the organisation in order to devise a solution. This will be in the context of a rapidly changing legal services environment and developing areas of law and regulation.

The role also has a trouble-shooting function, devising solutions for particularly intractable problems where the usual solutions have failed. A particular challenge will be to define and distinguish between those aspects of particular issues that are legal and those that are mainly policy, or operational.

Dimensions

This is a key advisory role in informing, influencing and shaping decisions made by internal clients, many involving high profile, high value and/or high level issues of public interest or of interest to the legal profession.

It will involve contact with Office Holders, the Society's Council, Board and Committee Members, staff at all levels including the Chief Executive and executive directors, external lawyers and counsel, the Courts, Government, regulators, other professional bodies and insurers.

Attendance at internal meetings will be common, including oral and written briefings to boards and committees and regular meetings with staff working in other areas. There will also be regular meetings with external stakeholders.

The relationship between this role and the Law Society is above all that of lawyer and client, which brings with it the professional duties to ensure that the interests of the Law Society as a whole are upheld and defended in all circumstances and to give objective and impartial advice.

The role will be based at Chancery Lane, London.

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