

Policy Adviser – Economic Recovery and Law Firm Management (H)

Job purpose: To shape the policy environment affecting our members' businesses, particularly post-lockdown economic recovery policy, and developing content to inform members of related developments and equip them to run their businesses effectively

Key Accountabilities:

- Maintaining detailed understanding of developments in policy affecting businesses., particularly as it relates to post-lockdown economic recovery and law firm management, and related areas, to ensure that advice to members is informed, timely and responsive, to allow the Law Society to shape policy and to inform strategic business planning;
- Working with the other policy advisers across the directorate, build and maintain an effective relationship with relevant members of the Law Society (including Policy Advisory Committee members) and relevant internal colleagues
- Build and maintain effective relationships with key government departments (BEIS, MoJ), other policy-makers and other professional bodies, represent the Society credibly and effectively at external and bilateral senior-level meetings and maintain effective relations with all relevant stakeholders.
- Support members in complying with their practice management requirements by helping to produce advice and information through publications, web-content and events;
- Work with internal colleagues to gather member views through research and engagement to inform policy priorities and positions
- Develop the Law Society position on key policy issues within the business operating environment and economic recovery space, balancing views from across members, the organisation and stakeholders;
- Work together with colleagues to provide input to communications and influencing work, technical support and material for other services as appropriate
- Line management of junior members of the team (as necessary).

Knowledge, skills and experience

Essential

- Good working knowledge of the operating environment for law firms and post-lockdown economic recovery environment, and the challenges facing different segments of the profession
- Relevant experience of working in a policy or business environment, and an understanding of how businesses, and particularly law firms, are run
- Ability to analyse complex issues and assess their implications for the profession and Law Society policy on that issue;
- Ability to identify, analyse and solve problems and exercise sound judgement in decision-making Excellent drafting skills and oral communication skills;
- Ability to provide technical and general advice and support to the profession;
- Ability to represent The Law Society credibly at a senior level;
- Ability to engage and influence policy development at a senior level across government and the profession, as well as within the Law Society.

Desirable

- Strong understanding of the broader legal environment and the role performed by solicitors;
- Experience working within the legal sector;
- Line management experience.

Planning & Organising

- Ability to deliver work independently and/or as part of a team;
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- Robust and diplomatic manner, with a strong customer focus;
- Ability to deal with proactive and reactive work and to take on new priorities as they arise;
- Self-motivated and an ability to work with minimal supervision to prioritise work and meet deadlines;

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