

## Policy adviser – Technology Law & Digital Transformation

**Job purpose:**

To perform strongly on policy development in technology law & digital transformation, and across other private law topics (conveyancing, private client, employment, company, intellectual property, climate change, planning) to support our members' businesses, influence key stakeholders, and develop resources and services, in the interests of the Law Society's members and the public good.

**Key Accountabilities:**

- Work effectively with colleagues, elected and appointed members, and external partners, to develop policy that achieves the Law Society's strategic goals and meets members' needs
- Identify and respond to opportunities for positive law reform and public policy impact, and provide reliable and well-informed advice and leadership
- Keep up to date with policy and legislative developments in technology law and digital transformation, quickly understand new issues, and analyse impacts on the profession and access to justice
- Draft and produce clear, informed, and succinct papers for member policy groups at the Law Society, reliable and well-informed guidance and practice notes for the profession, consultation responses to Government and other bodies, evidence to inquiries and commissions, briefings for internal and external use (including for parliamentarians), and other documents, as appropriate
- Support the Law Society's 'Get Involved' strategy to engage more members in the policy-making process
- Liaise and collaborate effectively with Law Society colleagues to support public affairs, media, strategic business planning and reporting, and our member offer
- Be a credible representative for the Law Society, advocating for our strategic priorities with key policy makers, including government representatives and departments, in relation to proposed policy changes, and lobby in support of Law Society positions
- Cultivate strategic partnerships with external organisations, liaising on issues of mutual interest and where appropriate taking forward joint initiatives
- Work flexibly on projects across the policy agenda to support delivery of the wider Policy Directorate workplan
- Contribute to other Law Society initiatives, projects and campaigns, both internal and external facing

## Knowledge, skills and experience

### Essential

- Proven experience in influencing public policy development across government, parliament, regulators and/or the legal profession, including spotting opportunities, developing credible and persuasive policy positions and recommendations, and evaluating, monitoring and reporting on impact
- Strong understanding of the UK's legal and political systems. Have good working knowledge of a range of technology policy issues, and some expertise in how digital transformation is occurring in the legal and/or professional services sector, or the ability to quickly develop this.
- Ability to research and analyse complex legal and technology policy issues and lawtech developments, assessing their implications for the profession, public and access to justice.
- Ability to explain complex legal and policy issues clearly, concisely and accurately for a wide range of audiences, both orally and in writing.
- Ability to build and maintain effective working relationships with a broad and diverse range of people including colleagues across the Law Society, office holders and members, and external stakeholders at all levels, and to be a credible representative of the Law Society.
- Willingness to engage with wider Law Society initiatives, projects and campaigns that relate to the policy directorate, including delivery of membership support services and resources that contribute to commercial and member engagement goals.

### Desirable

- Experience of delivering projects from design to delivery, in collaboration with others

## Planning & Organising

### Essential

- Self-motivation and an ability to plan and produce high quality work at pace and to deadlines with minimal supervision.
- Ability to work both independently and as part of a team.
- Ability to deal with proactive and reactive work and to take on new priorities as they arise.
- Constructive, balanced and positive approach to work that exemplifies the Law Society's values.
- Ability to effectively manage wellbeing during busy and pressured times at work, with support from the Law Society as appropriate.
- Willingness to attend occasional out of hours events.

- Experience of working in a legal setting

<p>Location</p> <p>The Law Society, 113 Chancery Lane, London, WC2A 1PL</p> <p>We support hybrid working. The policy directorate's current hybrid working charter states that unless agreed otherwise in advance:</p> <ul style="list-style-type: none"><li>• All members of the Directorate should be in the office for a minimum of eight days per month, and at least one day per week.</li><li>• The Directorate will hold one meeting per month which all members of the Directorate will be expected to attend in person.</li><li>• Each team will hold one team meeting per month which all team members are expected to attend in person.</li></ul>	<p>Organisation Charts</p> <p>Available on request.</p>
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