

# Policy Adviser – Technology Law & Responsible Innovation

| Job details                       |                                                  |
|-----------------------------------|--------------------------------------------------|
| Directorate:                      | <b>Membership and External Affairs</b>           |
| Department:                       | Policy                                           |
| Team:                             | Private Law, Technology & Sustainability         |
| Grade:                            | Specialist B                                     |
| Reports to:                       | Head of Private Law, Technology & Sustainability |
| Line management responsibilities: | No                                               |
| Location:                         | London                                           |

## Role overview

To perform strongly on policy development in technology law & responsible innovation, and across other private law topics (conveyancing, private client, employment, company, intellectual property, climate change, planning) when required. The role involves supporting our members' businesses, influencing key stakeholders, and developing resources and services, in the interests of the Law Society's members and the public good.

## Core duties of the role:

The post holder will:

- Work effectively with colleagues, elected and appointed members, and external partners, to develop policy that achieves the Law Society's corporate strategy and meets members' needs to support their use of technology, the practice of law, and client and consumer experience.

- 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 responsibly innovation, 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.

### Skills and attributes:

| Criteria (knowledge, skills and attributes)                                                                                                                                                                                                                                                       | Assessment stage |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 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                                                                           | Application Form |
| 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 responsible innovation is led by and impacting the legal and/or professional services sector, or the ability to quickly develop this. | Application Form |

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| 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.                                                                                              | Application Form |
| Ability to explain complex legal and policy issues clearly, concisely and accurately for a wide range of audiences, both orally and in writing.                                                                                                                                  | Application Form |
| 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. | Application Form |
| 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.                               | Interview        |
| Knowledge of how to deliver projects from design to delivery, in collaboration with others.                                                                                                                                                                                      | Interview        |
| Self-motivation and an ability to plan and produce high quality work at pace and to deadlines with minimal supervision.                                                                                                                                                          | Interview        |
| Ability to work both independently and as part of a team.                                                                                                                                                                                                                        | Interview        |
| Ability to deal with proactive and reactive work and to take on new priorities as they arise.                                                                                                                                                                                    | Interview        |
| Constructive, balanced and positive approach to work that exemplifies the Law Society's values.                                                                                                                                                                                  | Interview        |

## Organisational chart

