**Policy Assistant**

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| **Job purpose:**  To provide high quality and reliable support to the Public Law team and Private and Commercial Law team across a broad range of policy work, including policy research, and assisting with analysis and development |
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| **Key Accountabilities:**   * Proactively monitor developments across a broad range of topics relating to the areas of work undertaken by the Public Law and Private and Commercial Law teams. * Conduct research, data gathering and analysis to inform policy development and provide reliable and well-informed information for use by others involved in decision making. * Working with Law Society committee members and Policy Advisors to develop robust, evidence-led policy positions. * Contribute to drafting a broad range of documents to include consultation papers, research reports, briefings and committee papers. * Contribute clear and reliable written content for use on the Law Society website, news and information bulletins, and press materials. * Effectively engage and build good working relationships with a broad and diverse range of colleagues across the Law Society on a range of policy issues. * Attend meetings of relevant Law Society committees and working groups to contribute to discussions on policy issues and assist with note taking. * Represent the Law Society in a credible and highly professional manner at external meetings with stakeholders. * Assist with the delivery of policy projects by organising, coordinating, and recording engagement activities with stakeholders and Law Society members. * Supporting, as required, the creation and coordination of working groups and other policy groups. * Supporting the organisation and running of events, roundtables and high-level meetings. * Ensure key internal reporting systems are maintained and up to date. * Assisting with some minor team administration e.g. booking team meetings and activities. | |
| **Knowledge, skills and experience**  Essential:   * Good understanding of law, the legal environment and legal issues. * Demonstrable experience of providing excellent administrative support * Enthusiasm for learning and ability to develop a general understanding of a broad range of legal issues both independently and under the guidance of others. * An understanding of policy development and influencing. * Good research and analysis skills. * Good written and oral communication skills, including the ability to explain complex and often technical issues clearly and concisely for a range of audiences. * Good ability to build relationships with both internal and external stakeholders from a wide range of backgrounds. * Ability to represent the Law Society in a professional and diplomatic manner both internally and externally. * A proactive approach and ability to deliver high quality work to challenging deadlines either independently and/or as part of a team. * Excellent organisation skills, including the ability to deal with both proactive and reactive work and to adapt to new priorities as they arise. * Ability to manage own wellbeing during busy and stressful periods of work, with the support of the Law Society as appropriate. * A strong understanding of, and commitment to, equality, diversity and inclusion at work. | Desirable:   * Relevant experience of working in a policy, legal or research environment. * Good knowledge and understanding of one or more areas within public, private and/or commercial law. |