**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.
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| **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.
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