

Policy Adviser

Job purpose:

To lead on policy development in immigration and asylum law and contribute on other public law topics such as human rights, mental health law, criminal law and family law, influence key stakeholders, and develop resources and services, in the interests of the Law Society's members and to achieve its strategic goals.

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 immigration and asylum law, quickly understand new issues, and analyse impacts on the profession, the rule of law and access to justice
- Support other colleagues in the public law team on topics such as human rights, mental health law, criminal law and family law policy work
- Draft 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 work and the 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 Team workplan and corporate strategy as capacity allows
- 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 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, good working knowledge of broad public law policy issues, and some expertise in immigration and/or asylum law or ability to quickly develop this
- Ability to research and analyse complex legal and policy issues and assess their implications for the profession, the rule of law 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 working in a membership organisation
- Experience of delivering projects from design to delivery, in collaboration with others

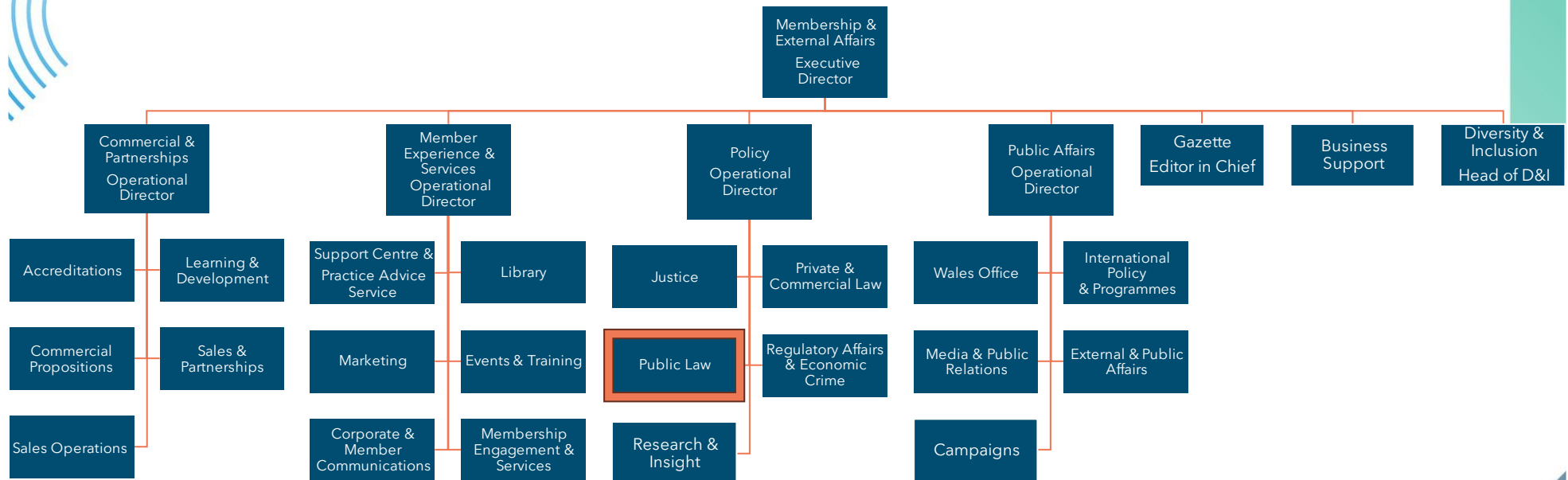
Planning & organising

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 out of hours events from time to time

<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">• 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• the Directorate will hold one meeting per month which all members of the Directorate will be expected to attend in person• each team will hold one team meeting per month which all team members are expected to attend in person	<p>Organisation charts</p> <p>See below</p>
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Membership & External Affairs



Public Law

