International Policy Adviser

Job details	
Directorate:	**Membership and External Affairs**
Department:	Public Affairs
Team:	International Policy & Programmes
Grade:	Specialist B
Reports to:	International Policy Manager
Line management responsibilities:	No
Location:	London

Role overview

The purpose of the role is to promote the Law Society's influence, reputation and ability to represent the interests of its members by shaping policy and informing the development of related member services.

Core duties of the role:

The post holder will:

- Identify, develop and implement influencing, lobbying and promotional strategies, campaigns, events and other activities to advance the Law Society's policy agenda.
- Represent the Society credibly and effectively at meetings with external bodies, identify and take forward joint initiatives with them as required.

- Keep up to date with relevant policy, political, geopolitical and regulatory developments in the relevant area so that action is informed, timely and responsive.
- Provide accessible and accurate advice, information and support for members, through meetings, email communications, publications, social media and events.
- Build and maintain effective relationships within the Law Society (including members of relevant Boards and Committees), practitioner groups and external stakeholders to understand current and emerging issues.
- Work together with colleagues to provide input to communications and lobbying work, technical support and material for other services as appropriate.

Skills and attributes:

Criteria (knowledge, skills and attributes)	Assessment stage
Experience and knowledge of international policy environments and of multilateral international organisations (essential).	Application Form and Interview
Ability to represent your organisation credibly at a senior level, notably on the international scene (essential).	Application Form and Interview
Ability to engage and influence policy development at a senior level across government and the profession, as well as within your organisation (essential).	Application Form and Interview
Strong understanding of the legal and economic system and the role of solicitors in it (essential).	Application Form and Interview
Ability to analyse complex issues and assess their implications for the profession and Law Society policy on that issue (essential).	Application Form and Interview
Ability to provide advice and support to the profession on regulatory issues and international business development (essential).	Application Form and Interview
Strong written and oral communications skills (essential).	Application Form and Interview

Robust and diplomatic manner, with a strong customer focus (essential).	Application Form and Interview
Ability to deliver work independently and/or as part of a team (essential).	Application Form and Interview
Self-motivation and an ability to work with minimal supervision to prioritise work and meet deadlines (essential).	Application Form and Interview
Willingness to attend out of hours events and to travel (essential).	Application Form and Interview
Relevant linguistic skills, including fluency in one commonly used foreign language (desirable)	Application Form and Interview
Lobbying experience (desirable)	Application Form and Interview
International trade policy experience (desirable)	Application Form and Interview
International trade promotion experience (desirable)	Application Form and Interview
Commercial legal services background from working in a law firm, legal institution, membership organisation or government department (desirable)	Application Form and Interview
Willingness to learn and develop, taking on new responsibilities and adopting a flexible, pragmatic approach to work (desirable)	Application Form and Interview

Organisational chart

