|  |  |
| --- | --- |
| Job Title  | Policy Executive  |
| Team | Policy  |
| Reporting to | Policy Manager  |
| Responsible for |  |
| Job purpose | To help the Law Society support a thriving profession of high quality and trusted solicitors in Scotland, with access to justice for all, by delivering policy work on civil law, including property, land, environment, and tax issues, providing independent critical evaluation of law makers’ decisions to defend the rule of law and separation of powers. |
| Key responsibilities | * To be responsible for policy work in a range of areas, including property, land, environment and tax law
* To coordinate effectively with the wider Policy and External Relations teams to ensure a comprehensive and holistic approach to civil law issues
* To monitor Scottish and UK public policy priorities, identifying areas of maximal influence in line with our strategy, to ensure that we are contributing to public policy debates of most relevance
* To work for and with relevant committees including, property, land, environment and tax, and to ensure effective contributions from the wider profession to help influence policy formation and debate
* To identify areas for proactive policy development in line with our strategy, and to scope and deliver programmes of work to achieve proactive policy outcomes
* To engage with relevant stakeholders to understand their priorities, share best practice and to promote our agreed policy positions
* To provide internal and tactical policy advice on civil law and other policy areas, within the External Relations team, to Executive Directors, Board or Council
* Individually and as part of the wider team, to adopt a culture of continuous improvement, identifying learning and development opportunities to help policy work support a thriving profession of high quality and trusted solicitors in Scotland with access to justice for all

To carry out any other reasonable duties that may be expected by the Policy Manager, Head of Policy, Director of Law Reform or Executive Director of External Relations as required  |
| Date | 9 December 2024 |

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications & training | Relevant degree or equivalent work experience |  Degree in Scots lawProfessional legal qualification |
| Work experience | Policy development, both proactive and reactiveDeveloping and delivering programmes of work involving multiple concurrent projectsWorking with boards or committeesWorking with government or other public sector organisations | Leading and facilitating workshops, focus groups or events |
| Knowledge & skills | Broad understanding of civil law in Scotland, particularly in one or more of property, land, environment, tax and trusts issuesKnowledge of parliamentary structure and legislative processes – Scotland & UK Confident oral and written communications to range of different audiencesCapable IT skills, including Microsoft Office | Understanding of human rights issues in Scotland |
| Competencies & values |  Manages time effectively to achieve tasks and objectivesWillingly shares information and expertise with colleaguesDevelops collaborative and trusting relationships with key influencers – both internal and externalCollaborates across departmental boundaries to obtain maximum value from internal / external relationships  | Develops rapport and trust, providing explanations to build shared understandingTranslates operational plans into manageable tasks and activities Makes decisions based on the information available and accepts responsibility of outcomes |
| Other | Commitment to equality and diversity and to Law Society values – respect, openness, progress, integrity and inclusion |  |