

Job Title	Policy Manager
Team	Policy Team
Reporting to	Head of Policy
Responsible for	Line management of up to three policy team members
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 and coordinating policy and public affairs work, managing up to three team members working on civil justice issues, and maintaining budgets for policy work
Key responsibilities	<ul style="list-style-type: none"> • To be responsible for managing policy work on access to justice and legal aid issues. • To line manage up to three team members working on civil justice issues. • To manage the overall policy team budget. • To assist in coordinating policy work across the team to ensure a comprehensive and holistic approach. • To work for and with the Access to Justice committee, the Legal Aid committee and any working groups for these two areas, and to ensure effective contributions from the wider profession to help influence policy formation and debate. • To coordinate effectively with the Head of Policy, the Head of Research and the wider Policy and External Relations teams to ensure access to justice and legal aid issues are effectively represented and evidenced. • To develop effective communications content for a wide variety of stakeholders on legal aid, access to justice and other issues. • To develop and implement effective strategies and campaigns on access to justice and legal aid issues, engaging with key stakeholders including government and UK and Scottish Parliaments. • To deliver stakeholder engagement which improves the external understanding of the Society, with a particular focus on our role as a regulator and our other work in the public interest. • To deliver a programme of political engagement including the Society's participation in political party conferences and other events. • To be the point of contact for all forms of non-law reform political correspondence and ensure such correspondence is dealt with efficiently and

effectively with issues of concern highlighted to other teams as appropriate.

- 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 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 access to justice and legal aid issues, 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 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 Head of Policy, Director of Law Reform or Executive Director of External Relations as required.

Date

January 2025

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> • Relevant degree or equivalent work experience (for example, in legal, policy or public affairs sectors) 	<ul style="list-style-type: none"> • Degree in Scots law • Professional legal qualification
Work experience	<ul style="list-style-type: none"> • Policy development • Managing people, projects or budgets to achieve positive outcomes • Developing and delivering programmes of work involving multiple concurrent projects • Stakeholder engagement, such as working with boards, committees, government or other public sector organisations 	<ul style="list-style-type: none"> • Leading and facilitating collaborative discussions e.g. workshops, focus groups or events
Knowledge & skills	<ul style="list-style-type: none"> • Understanding of issues involving legal aid and access to justice in Scotland • Knowledge of parliamentary structure and legislative processes – Scotland and UK • Capable IT skills, including Microsoft Office • Confident oral and written communications to range of different audiences 	<ul style="list-style-type: none"> • Broad understanding of justice issues in Scotland and, where relevant, across the UK • Understanding of human rights framework • Experience of responding to government consultations, Bills or secondary legislation • Social media and other forms of online engagement • Commitment to personal training and development
Competencies & values	<ul style="list-style-type: none"> • Manages time effectively to achieve tasks and objectives • Develops collaborative and trusting relationships with 	

	<p>key stakeholders and colleagues</p> <ul style="list-style-type: none">• Uses judgement to take decisions based on the information and expertise available
Other	<ul style="list-style-type: none">• Commitment to equality and diversity and to Law Society values – respect, openness, progress, integrity and inclusion
