

Job Title	Senior Solicitor
Team	Professional Practice
Reporting to	Head of Professional Practice
Responsible for	
Job purpose	To proactively contribute to a team of solicitors providing high quality advice to the Society's members on professional conduct, ethics and the Society's Practice Rules and Guidance.
Key responsibilities	<ul style="list-style-type: none"><li>• To deliver reactive member enquiry handling from phone calls, emails and on-line.</li><li>• To support and manage practitioner led committees and working parties to deliver both proactive and reactive guidance and content for the profession.</li><li>• To identify trends from enquiries and, based on those trends, use insight to deliver talks at seminars organised by Member Services and webinars, develop fresh content and articles for online and print publications, help to develop and shape an outreach programme with consistently high quality responses for members, help to develop and deliver a balanced package of proactive guidance, advice and information.</li><li>• Lead on specific projects designed to deliver new services or refine existing ones that address members' needs.</li><li>• To promote greater awareness of the Professional Practice Team and the services provided.</li><li>• Assist with the review of Society Guidance</li><li>• To collaborate with colleagues across the Society to identify relevant topics for CPD and Conferences</li><li>• Deliver talks at seminars organised by Member Services for CPD</li></ul>

To manage stakeholder relationships to maintain an open and productive dialogue with our members and others.

- To undertake any other duties as required by the Head of Professional Practice.

Date

20 January 2025

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	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> <li>Scottish qualified solicitor holding a current Practising Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Active and varied CPD over professional career</li> </ul>
Work experience	<ul style="list-style-type: none"> <li>Experience in Private Practice and/or In-house</li> <li>Experience in client facing business development or an account management type role</li> </ul>	<ul style="list-style-type: none"> <li>3 years PQE</li> <li>Experience of building relationships with stakeholder</li> <li>Delivery of talks or seminars internally or externally to solicitors and/or clients</li> <li>Experience in client facing business development or an account management type role</li> </ul>
Knowledge & skills	<ul style="list-style-type: none"> <li>Ability to quickly synthesise information to gain a detailed knowledge of the Society's Rules and Guidance</li> <li>Excellent interpersonal skills and a high degree of emotional intelligence – understanding a collaborative organisational culture</li> <li>High level of organisational skills</li> <li>Effective stakeholder management and client engagement skills</li> </ul>	<ul style="list-style-type: none"> <li>Committee management and minute taking – driving committee agendas and motivating volunteers to deliver high quality output to deadlines</li> <li>Project Management – driving projects forward, hitting deadlines and achieving milestones.</li> <li>Experience in practice of anti-money laundering</li> </ul>
Competencies & values	<ul style="list-style-type: none"> <li>Able to understand and analyse complex legal and ethical issues and provide decisive advice</li> </ul>	<ul style="list-style-type: none"> <li>Politically astute</li> <li>Able to demonstrate pragmatism when required</li> </ul>

- Able to understand and analyse complex legal and ethical issues and provide decisive advice
  - Able to think and act strategically as well as being tasked focused
  - Able to collaborate across team boundaries to obtain maximum value from internal/external relationships
  - Self-starter able to work to deadlines with authority
  - Understanding of commercial services/customer centric mentality
  - Flexible – able to adapt to changing demands/situations and respond by operating positively
  - Financially aware
  - Team player
  - People skills – empathetic, strong emotional intelligence
- Budget Management
  - Passionate about the Society's strategy

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**Other**