

## **Regulatory Policy Manager – One year fixed term contract**

**Please note that you must submit a covering letter demonstrating how you meet the requirements of this role together with your CV or your application will not be considered.**

Our regulatory policy managers are responsible for a range of activities including leading and working on large policy projects, reviewing the performance of individual approved regulators, conducting thematic reviews across a range of topics and conducting specific investigations. Each regulatory policy manager reports to a “Head of” or “Principal” who provides guidance and support and close working will be required with the Strategy Director and other senior colleagues.

Regulatory policy managers work across the full spectrum of LSB activities, drawing on their individual strengths and experience to develop policy and to put together the most effective project teams and at the same time providing scope and opportunity for individuals to gain new knowledge and experience. The initial focus of this role will be on the design and delivery of large policy projects in support of the LSB’s new five-year policy objectives (see below).

### **About the LSB**

The LSB oversees the 10 approved regulators of legal services, the Solicitors Disciplinary Tribunal and the Office for Legal Complaints. Our work includes:

- Assessing regulatory performance
- Making statutory decisions (for example about proposed new rules and regulations, practising fees, or applications from regulators to regulate new areas)
- Compliance monitoring and taking enforcement action where necessary
- Publishing research findings, best practice recommendations and guidance
- Advocacy and communications

### **Core responsibilities**

We recently launched our 2019-20 business plan, which introduced three ambitious five-year policy objectives that are designed to tackle the big policy questions linked to the key outcomes we want to see delivered in the sector. As oversight regulator we are uniquely well placed to bring people together to share our experience and evidence, to ask the difficult questions, debate and discuss the issues, and identify the right solutions. The three five-year policy objectives are as follows:

- The regulators have appropriate frameworks for continuing assurance of professional competence throughout the careers of the people they regulate
- The LSB is perceived as being at the forefront of enhancing public legal education
- Access to legal services is increased through the promotion of responsible technological innovation that carries public trust

As a regulatory policy manager your initial core responsibilities will be to lead our work and develop our policy in support of one or more of these policy objectives. The role is likely to include the following:

- Designing a programme of work to deliver the policy objective(s), and more broadly help to devise the LSB’s annual policy work programme

- Reviewing ongoing market and government policy developments
- Gathering and assessing evidence, including by advising on and contributing to internal and external research
- Developing policy options having regard to the risks and issues, and to show thought leadership
- Engaging with a broad range of stakeholders
- Advocacy of policy positions, both internally and externally

Whichever type of activity is being undertaken, regulatory policy managers have to be able to:

- Work closely with internal and external stakeholders
- Develop robust and well-evidenced policy options
- Manage projects effectively
  - working within the LSB's project management and planning procedures
  - setting and delivering to challenging (but realistic) timetables
  - identifying the resource needs internally and mobilising external support
  - developing proposals which are consistent with LSB's approach to risk based regulation
- Produce high quality reports and consultation documents
- Influence the regulators and others through written and oral communications
- Provide support, specialist knowledge and constructive challenge as part of a team
- Lead teams – either as a line manager or a project leader

## **Background**

It is likely that you will have a background in one or more of the following:

- Policy development
- Regulation/and or competition authority
- Economics
- Law or the wider legal services market

## **Experience and qualities**

The person that we are looking for will have the following:

- Broad experience of policy development and/or regulation and an ability to apply it to legal services regulation
- Experience of driving intellectually complex issues to a firm, practical conclusion
- Excellent drafting skills – previous experience of writing complex policy analysis and consultation documents in an accessible manner
- Highly developed interpersonal skills to build and maintain complex, sensitive and influential relationships across a wide group of stakeholders
- An ability to define and deliver approaches to intelligence and evidence gathering to support policy development, identifying and deploying relevant evidence
- Strong commitment to equalities and diversity as both a colleague and a regulator
- Good organisational and computer skills, including use of MS Office suite
- Strong team player
- Strong project management skills
- Experience of leadership of teams – either line management or project teams

## **Benefits**

35 hours per week with a competitive salary, a defined contribution pension scheme with an employer's contribution of 10% of salary, benefits allowance and an annual leave entitlement of 25 days in addition to statutory bank holidays.

Job Types: Full-time, Permanent

Salary: £45,500.00 to £65,000.00 per year