Law Society of Scotland

Job Title	Admissions Manager
Team	Education, Training and Qualifications
Reporting to	Head of Education
Responsible for	Four team members
Job purpose	To manage and develop the processes that regulate Scottish solicitor traineeships and admission to the solicitor profession, and to provide guidance and support to trainees and training units.
Key responsibilities	• To lead on quality assurance of traineeships. • To ensure those training to become a Scottish solicitor comply with the Admission as Solicitor (Scotland) Regulations 2019. • To act as secretary, providing support and guidance, to the Admissions Sub-Committee. • To lead and motivate a team of four administrators dealing with regulatory processes. • To review processes and recommend and implement improvements. • To provide guidance and support about regulatory compliance to trainees and to training units, including where difficulties arise in the trainee/trainer relationship. • To contribute to the wider policy work of the team, including the production of guidance for students, trainees and trainers. • To communicate with training units to ensure awareness of regulatory processes for qualifying as a solicitor. • To carry out any other reasonable duties that may be expected by the Executive Director of Education, Training and Qualifications.

Date 23rd April 2024

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	Essential	Desirable
Qualifications & training	• Degree level or equivalent work experience	• Scots law degree • Understanding of the legal services sector in Scotland
Work experience	• Experience working in a regulatory, compliance or policy role • Minute taking • Stakeholder engagement • People management	• Committee secretary experience • Experience of working in the legal sector
Knowledge & skills	• Use of judgement • Highly organised • Problem solving • Ability to interpret regulations or detailed rule sets • Effective communication and presentation skills • Well developed IT skills across a range of Microsoft applications	• Budget setting
Competencies & values	• Demonstrates our values of Respect; Openness; Progress; Integrity; and Inclusion • Ability to work flexibly to meet deadlines • Approachable • Empathic • Personal resilience	•
Other	• The role will require the ability to work effectively in a hybrid working environment • Some travel within Scotland will be necessary • Some out of hours work may be necessary	•