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| Job Title | Admissions Manager |
| Team | Education, Training and Qualifications |
| Reporting to | Head of Education |
| Responsible for | Admissions Coordinator  Qualifications Coordinator  3 x Administrators |
| Job purpose | To manage and develop the processes that regulate Scottish solicitor training, and to provide guidance and support to trainees and training units. |
| Key responsibilities | To ensure those training to become a Scottish solicitor comply with the Admission as Solicitor (Scotland) Regulations 2019.  To act as secretary to the Society’s Admissions Sub-Committee.  To lead and motivate a team of five colleagues dealing with regulatory processes.  To provide guidance and support about regulatory compliance to trainees and training units, including where difficulties arise in the trainee/trainer relationship.  To review processes and recommend and implement improvements.  To contribute to the wider project and policy work of the team, including the production of guidance for students, trainees and trainers.  To carry out any other reasonable duties that may be expected by the Executive Director of Education, Training and Qualifications. |
| Date | 6 June 2025 |

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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 | Committee secretary experience  Experience of working in the legal sector |
| Knowledge & skills | Use of judgment  Organisation  Problem solving  Ability to interpret regulations or detailed rule sets  Communication and presentation skills  People management | Budget setting |
| Competencies & values | Respectful  Openness  Progressive  Inclusive  Integrity  Flexibility  Approachable  Empathetic |  |
| Other | Some travel within Scotland will be necessary  Some out of hours work and weekend work may be necessary |  |