

Job Title	Solicitor, Member Registration Team
Team	Member Registration
Reporting to	Head of Marketing and Member Services
Responsible for	None
Job purpose	To support the Member Registration Team and members of the profession in relation to their entitlement to practice as a solicitor, the structure of current practice units and the change to entity regulation.
Key responsibilities	<ul style="list-style-type: none">• Support the Member Registration Team with queries relating to business structures• Help members with business structures queries• Review and improve processes relating to business structures• Support the team in relation to future entity regulation• Assist with the review of Society Guidance• Work with colleagues in the Regulation team to ensure that there is a consistent approach• Support the team with queries on membership• Any other reasonable request
Date	

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> Scottish qualified solicitor 	<ul style="list-style-type: none"> Practising Certificate holder or able to obtain a Practising Certificate
Work experience	<ul style="list-style-type: none"> Private Practice or In-House 	<ul style="list-style-type: none"> Knowledge of Regulatory sector Knowledge of Company/Corporate Work
Knowledge & skills	<ul style="list-style-type: none"> Ability to quickly synthesise information to gain a detailed knowledge of the Society's Rules and Guidance Excellent interpersonal skills and a high degree of emotional intelligence – understanding a collaborative organisational culture High level of organisational skills Effective stakeholder management and client engagement skills 	<ul style="list-style-type: none"> Three years PQE (post qualified experience) Experience of building relationships with stakeholder Experience in client facing business development or an account management type role Knowledgeable on legal and business matters that impact members' practice
Competencies & values	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Politically astute Able to demonstrate pragmatism when required Passionate about the Society's strategy

- 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

Other

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