



## **The Law Society Head of Diversity and Inclusion**

# Foreword from Paul Tennant – Law Society CEO



Thank you for your interest in the Law Society.

## Our role

The Law Society has a rich history. We exist to be the voice of solicitors, to drive excellence in the profession and to safeguard the rule of law.

Our vision is for a valued profession delivering the highest quality legal services in the public interest and advancing the rule of law.

## A changing world

We recognise the challenging and changing operating environment for the profession and for the legal sector and we are responding to become ever more relevant by meeting the changing needs of our members.

In recent years we have seen growth of the profession up 30% since 2007. The greatest growth has been outside private practice, with in house and business to business leading the field. It has been a mixed picture however, with challenges in conveyancing, welfare, personal injury and consumer.

More change is coming for the profession, as regulation impacts on competition and transparency and as technology changes the roles and skills the sector needs. Uncertainty over Brexit, London's position as a global financial centre and a political agenda driving down funding for the justice system are all challenges for the profession and for individuals and firms within it.

We are the professional body for solicitors and we need to lead and support the profession through these changes.

## We are changing

To anticipate and respond to all of this, we are changing too. Over the last 12 months we have made good progress. This includes refreshing the purpose and vision of the organisation, establishing goals and objectives to deliver our five-year corporate plan, and significant governance and culture changes. We have initiated our 'shaping our future' programme, which contains three work streams focused on investing in technology, redefining our member offer and creating a vibrant workspace and engaged workforce.

## What we are looking for

Building on the progress we have already made, we are now establishing the team we need to drive the delivery of our future change plans and help deliver our goals:

Promoting the profession, so that solicitors' value to purchasers, society and the economy is understood and their place in the wider legal market is maintained

Influencing for impact, so that the profession's voice is listened to in public and regulatory policy

Driving professional excellence, to help members deliver for their clients and be the best they can be

Enhancing member value through organisational efficiencies, growth and developing our people

The detailed role specification is included in this pack along with some background on our organisation and our change programme. You can find more on our website.



The Law  
Society

### Interested?

We have a rich history, a capable and committed workforce and a real ambition to promote the profession and to deal with the changes and challenges ahead.

If you are interested in joining the team, we would be delighted to hear from you.

Paul



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# Our change programme

The building blocks are in place, we have embarked on Shaping Our Future, a significant transformation programme to improve our impact, our efficiency and our member experience. A brief visual summary is below.



We exist to be the voice of solicitors, to drive excellence in the profession and safeguard the rule of law. Our pride in this purpose never wavers. It's clear that the Law Society must modernise to become more relevant to our members and create a sustainable business that we can all continue to feel proud of. Shaping Our Future is our programme of change that will create the Future Law Society by 2022. Member Experience and WorkSmart, supported by IT Transformation, make up our modernisation.

- **Member Experience** will create a seamless, simple and personal experience for our members – no matter how, when or where they interact with us.
- **WorkSmart** will create a vibrant, professional and efficient working environment that allows us to work more flexibly, creatively and collaboratively together to deliver what our members say they need from us.
- **IT Transformation** will help us to embrace new technology and software to improve both the staff and member experience.

If we get this right, we feel confident we can improve how engaged we all feel, as well as member satisfaction by 5% year on-year. There's a lot we need to change – embracing our culture code of clarity, trust, respect and excellence, will see us through it. In the new world, we can look forward to what we all say we want – being more closely connected to our members and each other, as one organisation. Shaping Our Future – Together, for our members

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# Background

Originally founded in 1825, the Law Society (“the Society”) is the independent professional body for solicitors in England and Wales and has over 160,000 members across the world. You will see images of our diverse profession throughout this brief. The Society’s role is to represent, promote and support solicitors in England and Wales and internationally. It supports solicitors to develop their expertise and their businesses, wherever they work. It represents solicitors by speaking out for justice and on legal issues - and promotes the value of using a solicitor both at home and abroad. The Society also plays an important part in promoting justice for all, upholding individual rights and freedoms and helping to inform the public of their legal rights.



## How the Society works

Solicitors pay their annual practising certificate fee to the Solicitors Regulation Authority.

The Law Society receives around 30 per cent of this fee to support, represent and promote the profession. Its other funding comes from commercial activities.

The Law Society Council governs its work, with Council members elected to represent members from England and Wales, including different demographic groups and parts of the profession. The Law Society harnesses the knowledge of Council members and around 300 volunteer board and committee members to deliver the advice, support and services members want. The Law Society continually listens and responds to its members, so it can be sure it is meeting their needs.

## Our work for members

- The Law Society helps its current and future members by:  
providing support, advice and guidance on areas of practice and management, tailored to members' individual needs.
- supporting equality, diversity and inclusion within the legal profession, enabling and encouraging the best people to join regardless of their background.
- campaigning on legal issues of importance to our members and the public.
- acting as the approved regulator for solicitors, ensuring regulation is fair and proportionate while protecting the public.

## Values

The Law Society’s culture code is a guiding set of principles and values about who it is and who it aspires to be. It defines the Law Society’s culture. **The Law Society values clarity, trust, respect and excellence.** These values guide what it says and how it acts with members, suppliers and stakeholders. Everyone working at the Law Society agrees to respect and demonstrate these principles through their day-to-day decision making and behaviour. The Law Society recognises, celebrates and rewards people who demonstrate its culture. Individuals within the Society will hold each other to account by speaking up when seeing behaviour that doesn’t support this culture.

## People

Staff at the Law Society are here to make sure that solicitors across England and Wales are represented effectively. There are offices in London, Brussels and Wales covering everything from legal policy, communications, products and services, and business development, to those dealing with the Society’s relationship with the government, parliament and overseas bars.

The Society has a network of relationship managers based throughout England and Wales. The team has specific responsibility for making sure that members have access to all Law Society news, products and services, regardless of where members are based. Products and services meet the needs of the modern legal profession and the Law Society focuses on making sure that solicitors have the right tools to deliver world-class legal services.

## Learn more about:

[The senior team](#), our achievements last year in our [business review](#), what we offer to our members in [Your professional body – The value of your membership](#).

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# Head of Diversity and Inclusion

## JOB PURPOSE

Improving diversity and inclusion (D&I) within the solicitor profession and within the Law Society as an employer.

## KEY ACCOUNTABILITIES

- Set the strategic direction of the Law Society's diversity and inclusion work and lead a single coherent and focused programme of member and firm facing activity to improve access and diversity within the solicitor profession.
- Ensure the diversity and inclusion programme of work is aligned to the Law Society's agreed strategy and business plan.
- Propose the programme and report on performance to Equality, Diversity and Inclusion Committee, internal committees and Council.
- Build strong relationships with our individual demographic divisions to ensure our diversity and inclusion work programme prioritises (within budget and resource capacity) the issues identified by division members and tackles themes identified by all groups.
- Lead a team to develop their expertise on broad diversity and inclusion topics and deliver the corporate programme.
- Develop objectives and success measures for each activity in the programme as part of the planning process and formally review with EDIC and the relevant Divisions each activity against these measures.
- Maximise the visibility of the diversity and inclusion related events, research and publications, working collaboratively with relevant internal colleagues to do so.
- Support our relationship management function to raise awareness of the programme and seek member engagement with diversity and inclusion topics.
- Provide knowledgeable and credible advice, guidance and support to members and firms to develop diversity and inclusion practice excellence in the legal profession.
- Represent the Law Society expertise in external profession related D&I projects and networks where these will further the aims of our diversity and inclusion programme.
- Advise and support the Law Society on best practice so that our internal policies, services and practices pay due regard to equality, diversity and inclusion.



# Person specification

## KNOWLEDGE, SKILLS AND EXPERIENCE

### ESSENTIAL

- Experience of working at a senior level and developing and implementing strategies and action plans to achieve objectives.
- Solid policy drafting skills and the ability to analyse, document and present persuasive policy papers and briefings.
- A strong knowledge of equality legislation and relevant codes of practice.
- Highly developed verbal and written communication and presentation skills.
- Ability to analyse, interpret and present complex and sensitive issues in a clear and persuasive style.
- Ability to build credible relationships at senior level with a diverse group of key stakeholders.
- Ability to influence and engage with leadership teams and establish credible working relationships with other senior members of an organisation.
- Proven experience of managing a team, conducting appraisals and ensuring work objectives are established and delivered.
- Working as part of team, both as a leader and the ability to work independently.
- Experience of managing and reporting on budgets.
- Politically astute and able to assess risks, anticipate difficulties and to make informed decisions and balanced judgements.
- Diplomacy to manage competing interests so that key priorities can be established and delivered.

### DESIRABLE

- Knowledge of the legal profession in relation to Diversity and Inclusion.
- Experience of working, advising and implementing Equality Impact Assessments.
- Knowledge of working in a regulatory or membership organisation.

### PLANNING & ORGANISING

- Leading the annual plan for the Society's external D&I work.
- Planning the internal approach to equality impact.
- Organising the individual work programmes of the team and the overall D&I programme.
- Member of Comms and Diversity Management team.

### DIMENSIONS

- Lead relationship manager for Equality, Diversity and Inclusion Committee - a committee of Council - and four Divisions of volunteer solicitors.

### OPERATING ENVIRONMENT

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- Chancery Lane and external locations for meetings.

#### **FINANCIAL RESPONSIBILITY**

- Budget of circa £350k staff and £350k non-staff.

#### **CREATIVE RESPONSIBILITY**

- Using creative ways to encourage diversity and inclusion to become everyone's business.

#### **ANALYTICAL RESPONSIBILITY**

- Using data to identify trends within the profession and providing insight on the latest developments in diversity and inclusion from the legal and other sectors.  
Analysing internal diversity data to identify areas for improvement.

#### **LOCATION**

- London

# Terms of appointment

The role will be based at the Law Society's head office in Central London.

Salary: up to £65,000 plus 3% flex after 3 months and comprehensive benefits



- **Annual Leave**  
25 days paid annual leave. Pro-rated for part-time employees.
- **Pension (DC Scheme)**  
Employees can join the scheme at any point in the year, however can only join salary sacrifice on 1 January and 1 July each year. The Society will pay 2x their contributions up to 3.5% of your notional base pay, 1.5x any contribution they make between 3.5% and 7%. If they contribute more than 7% of your notional base pay, the Society's contribution remains at 12.25%.
- 3% flex after 3 months
- **Life Assurance**  
Employees are covered for a lump sum life assurance cover of 4x notional base pay upon death in service up until the age of 70.
- **Private Medical Insurance**  
Employees are entitled to this benefit on commencement of employment. This is a taxable benefit.
- **Health Screening - Employee**  
Eligible upon completion of 2 years' employment. This is a company funded, tax-free benefit.
- **Season Ticket Loan (up to value of £5000)**  
Available to employees who have successfully completed their probationary period.
- **Professional Development Assistance**  
A study leave provision of up to 5 days in a 12-month period is offered to support longer-term programmes of study/sitting examinations providing certain conditions are met. Funding of up to £2,000 per annum and assistance with the purchase of essential materials and books of up to £200 per annum is offered providing certain conditions are met.
- **Maternity Leave** A generous provision that enables staff on maternity leave to take up to 12 months' absence. The payment amounts vary depending on length of service.
- **Paternity Leave**  
Employees are entitled to 2 weeks' ordinary paternity leave. However additional paternity leave of up to 26 weeks is allowed providing certain conditions are met.
- **Health Club Membership**  
Employees are entitled to this benefit on upon successful completion of their probationary period. This is a company funded and taxable benefit.

# How to apply

Anderson Quigley is acting as an advisor to the Law Society and an executive search process is being carried out by Anderson Quigley.

Should you wish to discuss the role in strict confidence, please contact our advising consultants at Anderson Quigley: Rob Hilyer on +44(0)7719 325 771, or Elyse Turner-Pearce on +44(0)7808 648 559.

**The closing date for applications is noon on Monday 6<sup>th</sup> April 2020.**

Applications should consist of:

A full CV;

A covering letter (maximum of two pages) setting out your interest in the role and details of how you match the experience criteria of the person specification;

Please include current salary details and the names and addresses of two referees. Referees will not be approached until the final stages and not without prior permission from candidates;

As part of your application please complete an Equal Opportunity Monitoring Form

Completed applications should be uploaded at [www.andersonquigley.com/candidates](http://www.andersonquigley.com/candidates) using the reference AQ937

**Closing date:** Monday 6<sup>th</sup> April 2020

**Preliminary interviews with AQ:** 14<sup>th</sup> – 22<sup>nd</sup> April 2020

**Final Panel Interviews:** w/c 27<sup>th</sup> April 2020