



JOB DESCRIPTION

ROLE: Practice Lead – Conveyancing and Non-Contentious Business

PURPOSE: Reporting to the Head of Policy & Engagement, the role holder will be a member of the Law Society's Senior Management Team and will be the Society's expert on matters relating to conveyancing and non-contentious business. They will act as Secretary to the Conveyancing and Non-Contentious Business Committees. The core focus of the role is to improve the experience of solicitors in Northern Ireland who engage in conveyancing or non-contentious business activities.

CONTRACT: Fixed term maternity cover / secondment

MAIN DUTIES & RESPONSIBILITIES

- Acting as the Society's lead adviser on specific legal matters, keeping informed of developments in policy, legislation and best practice in these areas
- Building and maintaining effective working relationships with Council and members as well as a range of external stakeholders in Government and other sectors
- Providing support to Practice Committees, ensuring that timely, high-quality advice, insights and written submissions are provided to the Committees
- Drafting responses to Government consultation papers and submissions for Committees and the Council of the Law Society

- Developing practical support for the profession, including Practice Notes on legal developments
- Delivering appropriate Society conferences and events

PERSON SPECIFICATION

QUALIFICATIONS / EXPERIENCE

A professional legal qualification as a solicitor or barrister with a minimum of 3* years' post qualifying experience in conveyancing and property;

Or

A minimum of 5* years' substantial and demonstrable experience in conveyancing and property gained in a legal, professional, regulatory or policy environment.

*May be increased for shortlisting purposes

KNOWLEDGE AND SKILLS

- A detailed working knowledge of conveyancing law, practice and procedure in Northern Ireland and the issues currently facing the profession in this area
- An in-depth knowledge of the Northern Ireland legal system
- Ability to analyse complex legal issues
- Ability to build and maintain effective relationships with a range of stakeholders
- Ability to analyse and exercise sound judgement in decision-making
- Excellent written and oral communication skills