

ROLE PROFILE - Public Affairs and Stakeholder Relations Officer

External Affairs

Role Purpose:

To work in the Public Affairs team to help deliver a programme of proactive strategic engagement with the SRA's key stakeholders. This will include developing and maintaining productive relationships with the legal profession and other key stakeholders and improving awareness and understanding of our work among political audiences.

Outcomes:

- Contribute to the successful delivery of the SRA's engagement programme, so we are listening to, and communicating with, a wide and diverse range of stakeholders
- Draft presentations, briefings and speaking notes for the Chair, Chief Executive and members of the Senior Management Team, as required
- Gather and disseminate political intelligence to inform the SRA's work, including a weekly political update, to share relevant political and other developments across the organisation
- Work closely with colleagues to deliver successful stakeholder engagement and public affairs events, in person and virtually
- Manage engagement with law firms, where needed, including around the annual renewal process
- Draft engaging content for social media and other external communications campaigns as required and lead the public affairs intranet community content.

Knowledge, Skills & Experience:

Essential

- Experience of successful stakeholder management, including the ability to develop relationships at all levels and deliver meaningful engagement
- Proven experience of working in a public affairs environment
- Knowledge of the UK Parliament and Westminster
- Experience of drafting presentations, briefings and other written materials for senior staff
- First-class written and verbal communication and excellent organisational skills
- Involvement in the organisation of successful events
- Ability to deliver high-quality work at pace and prioritise conflicting demands.

Desirable

- Experience of drafting engaging social media content
- An understanding of the Senedd (Welsh Parliament) and the legislative process in Wales
- An understanding of regulation and/or the legal services sector.

This role profile is aligned to the SRA career framework.

The career framework profile outlines the generic requirements which are common to all roles within this type and level. This role profile outlines supplementary role specific requirements. The two profiles should be read in conjunction.