**Job Description**

|  |  |
| --- | --- |
| Job Title | General Counsel |
| Team | Legal and Governance |
| Reporting to | Chief Executive Officer |
| Responsible for | 3 x direct reports |
| Location | Edinburgh/Remote |
| Contract Type | Permanent |
| Date | September 2025 |

|  |
| --- |
| **Job Purpose** |
| The General Counsel is responsible for leading and managing the Law Society of Scotland’s Legal and Governance team, providing expert advice and support across the organisation. As a trusted adviser to the Chief Executive and other stakeholders, the role safeguards the organisation’s interests, ensures compliance with legal requirements and helps the Society deliver its strategic objectives with integrity and confidence.This role sits in our Legal and Governance team reporting to the Chief Executive Officer. |

|  |
| --- |
| **Key Responsibilities** |
| **Legal Advice*** Provide clear, pragmatic, and strategic legal advice to the Chief Executive, Senior Leadership Team, Board, committees and staff.
* Deliver authoritative guidance on corporate, commercial, legal, employment, and governance matters.

**Compliance & Governance*** Ensure organisational compliance with statutory, legal and governance requirements.
* Monitor legal developments, identifying risks and advising on proactive mitigations.
* Work to evolve our governance structure and associated policies, such as our Whistleblowing framework, to ensure effective governance practices across the organisation.
* Oversee data protection compliance (DP) and ensure effective management of Freedom of Information (FOI) requests.

**Contracts & Procurement*** Draft, review, and negotiate contracts, agreements and partnerships.
* Ensure effective contractual frameworks and procurement processes are in place.
* Management of the Society’s Insurance policies and protections.

**Risk, Dispute & Complaints Management*** Lead on the identification and management of risks.
* Manage disputes and litigation, including oversight of external legal advisers where appropriate.
* Oversee corporate complaints management, ensuring fair, timely and consistent processes are followed.

**Training & Culture*** Build collaborative relationships across the Society, promoting a culture of compliance and reducing risk.
* Oversee training, guidance, and support to colleagues on legal and governance matters.

**External Relationships*** Oversee relationships with external legal providers, ensuring efficient and cost-effective use of resources.

**Other Duties*** To lead the Legal and Governance team providing effective management of direct reports - this includes goal setting, reviewing performance, supporting personal development activities and aligning performance with delivering the organisation’s goals.
* Carry out any other reasonable duties and responsibilities as may be required from time to time.
 |

|  |  |  |
| --- | --- | --- |
| **Person Specification** | * Essential
 | **Desirable** |
| Qualifications and training | * Qualified solicitor or advocate, with current unrestricted practising certificate.
* Membership of a relevant professional body (e.g. Law Society, CGI).
 |  |
| Knowledge, skills & experience | * Significant senior-level legal experience gained in-house or in private practice.
* In-depth understanding of reputational, regulatory and political risk in complex, membership or regulated organisations.
* Demonstrable expertise in corporate, commercial, regulatory and governance law.
* Extensive senior-level experience of advising CEOs, Boards and senior leadership teams, with a demonstrable record of influencing decisions at a senior level.
* Strong drafting, negotiation, and problem-solving skills.
* Proven ability to design, implement and assure compliance programmes that stand up to scrutiny and protect organisational reputation.
* Experience engaging with external regulators and managing complex risks.
* Strong analytical, communication, and influencing skills, with the ability to convey complex legal concepts clearly and persuasively to non-legal stakeholders.
* Ability to align legal strategy with business objectives, anticipate legal developments, and assess potential risks.
* Highly developed leadership skills with a proven ability to inspire, motivate, and manage people effectively.
 | * Experience of working internationally across multiple jurisdictions.
* Knowledge of charity or membership organisation law.
* Understanding of public policy and regulatory frameworks relevant to the sector.
* Understanding of employment law.
* Leadership of an in-house legal/governance function (including line management), building capability and a culture of compliance across the organisation
* Experience representing the organisation with regulators, government and senior external stakeholders in contested or sensitive contexts
 |
| Competencies & values | * Embodies our core values: respect, openness, progress, integrity, and inclusion.
* High integrity, discretion, and sound judgement.
* Strong leadership and people management skills.
* Excellent communication and influencing abilities, capable of working effectively with senior stakeholders.
* Capacity to lead by example, inspire teams, and align the legal function with organisational objectives.
* Flexible and adaptable to evolving legal and business environments.
 |  |

|  |
| --- |
| Other  |
| * Some evening & out-of-normal-hours work required.
* Flexibility required to work from home and from an office-based environment.
 |