

Job Title	Regulation – Senior Solicitor
Team	Regulation
Reporting to	Head of Regulatory Compliance
Responsible for	Line managing two Regulation Solicitors and liaising closely with colleagues in other teams within the Regulation Directorate
Job purpose	The purpose of this role is to provide expert legal and regulatory advice to the Society on its statutory framework and regulatory regimes and to lead the development and implementation of the regulatory frameworks for authorised legal businesses (ALBs) and licensed legal services providers (LPs), including drafting Practice Rules, ALB Rules and associated regulatory Guidance. The role involves working closely with colleagues, senior leadership and external stakeholders to ensure these frameworks are clear, proportionate and workable in practice. The postholder will also act as Secretary to the Appeals and Reviews Sub-committee (ARSC), providing legal, governance and procedural support to ensure the effective and lawful operation of the Sub-committee. The postholder will also take a leading role in developing the policies, processes, governance arrangements and systems required for the Society to operate effectively as a modern regulator.
Key responsibilities	• Regulatory Advice & Interpretation – provide authoritative legal advice on the Society’s statutory framework and regulatory regimes, supporting colleagues, leadership and committees in decision making arising under: ○ Regulation of Legal Services (Scotland) Act 2025 ○ Legal Services (Scotland) Act 2010 ○ Solicitors (Scotland) Act 1980

- **Regulatory Framework and Rule Development** – lead the development and maintenance of Practice Rules, ALB Rules and associated Guidance, policies, procedures and governance structures. Support requests for legislative or regulatory change by the Lord President, when required.
- **Decision making and Governance Support** – support effective governance and decision making through the preparation of high-quality papers, legal analysis and advice to the Regulatory Committee, regulatory sub-committees and Council. Responsible for drafting and updating the Scheme of Delegation for regulatory decision-making.
- **Stakeholder Engagement and Regulatory Delivery** – engage with internal and external stakeholders to support the implementation of the ALB and ABS regimes, including oversight of external advisors and liaison with relevant bodies.
- **Monitoring, Improvement and Legislative Development** – contribute to continuous improvement through the evaluation and review of the regulatory frameworks, in particular the LP regime and supporting engagement with the Scottish Government and other stakeholders on legislative change.
- **Knowledge Sharing and Capability Building** – develop and deliver training, guidance and materials to support understanding and consistent application of the LP regime, ALB Rules, Practice Rules and wider regulatory requirements
- **Appeals and Reviews Sub-Committee Secretariat** – act as Secretary to the ARSC, including planning and management of business and agendas; preparation of high-quality papers; attendance at meetings; production of accurate minutes and decision records; ensuring timely communication and implementation of decisions; providing legal and procedural advice on the Sub-committee's powers and regulatory remit; liaising with the convener; supporting member induction; reviewing governance processes to support continuous improvement.

- **People Management** - line manage two Regulation Solicitors and liaise closely with colleagues across the Regulation Directorate
- **Other Duties** - undertake any other reasonable duties as requested by the Head of Regulatory Compliance or Executive Director of Regulation.

Date 6 July 2026

	Essential	Desirable
Qualifications & training	• Qualified solicitor with an unrestricted practising certificate in a UK jurisdiction. • LLB and Diploma in Legal Practice (or equivalent).	• Membership of the Association of Regulatory and Disciplinary Lawyers (ARDL).
Work experience	• Minimum 5 years post-qualifying legal experience in regulatory, public law, professional discipline or complaints. • Demonstrated experience of interpreting and applying complex legislation alongside the ability to translate and communicate complex legal content in clear, plain language for a range of audiences. • Proven experience drafting high-quality legal documentation with attention to clarity, consistency and enforceability. • Experience of drafting and maintaining policies and processes • A demonstrable track record of effectively managing team performance, priorities and projects. • Demonstrable success in change management and performance or process improvement initiatives • Used to working under pressure in a busy and demanding environment, working independently and	• Experience in compliance, risk or regulatory roles within professional services or regulated organisations. • Experience supporting or advising Boards, committees or formal decision-making bodies, including preparing papers and presenting recommendations. • Experience instructing, managing and overseeing external suppliers, including legal counsel and consultants. • Demonstrated experience drafting regulatory rules, statutory guidance or policy frameworks.

	problem solving to manage competing deadlines and priorities	
Knowledge & skills	• Excellent written and verbal communication skills with the ability to produce clear, concise and authoritative documents and present to a variety of audiences. • Strong analytical skills, particularly in assessing complex legal issues, synthesising large volumes of information and identifying clear, pragmatic solutions. • Sound judgement and problem-solving ability, particularly in novel or evolving areas. • Strong stakeholder management and relationship-building skills, including the ability to work collaboratively internally and externally across functions and teams.	• Demonstrated understanding of legal services regulation and the legislative framework.
Competencies & values	• Takes personal responsibility for managing a varied and demanding workload, delivering high-quality outputs to agreed deadlines. • Strong resilience and adaptability and able to perform effectively under pressure. • Works effectively as part of a team • Demonstrates the organisational values of	

respect, openness,
progress, integrity and
inclusion.

Other

- Able to work effectively from home.
 - Able to work regularly from the Society's Edinburgh office.
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