

Senior Associate (Sydney)

- **Award winning, progressive law firm**
- **Career progression opportunities**
- **Fun and collaborative work environment**

About HBA Legal

Crawford Legal Services (operating as HBA Legal) is a team of award-winning solicitors offering a highly competitive suite of legal and technical claims services to meet the needs of today's insurance marketplace. We have offices across the country in Sydney, Perth, Brisbane, Canberra, Melbourne and Newcastle.

Whether as a stand-alone service provider or synchronising with other parts of the Crawford & Company network, we offer something very different when compared to traditional law firms. Our integrated model means clients' challenges are tackled by our end-to-end approach across claims, adjusting and legal.

While recently becoming part of the global Crawford business, we are continuing to operate as a stand-alone firm and trusted advisor to underwriters, brokers, insurers, insureds, corporates and governments across Australia. We lead the way in these markets when it comes to creative problem solving and commercially-orientated solutions. We pride ourselves on alternative solutions to legal challenges and exceptional outcomes for clients aligned with their business goals.

We are excited to offer a new opportunity for a Senior Associate to join our Sydney team on a full-time basis.

About the Role

In this role, you will be responsible for helping to lead our team defending liability claims across New South Wales, Queensland and Victoria. You will ensure high quality advice and representation is provided to our clients whilst maintaining strong and collaborative relationships to drive positive results.

Key Responsibilities

- Ability to draft, engross and settle all types of advices
- Providing advice and managing files in a clear and logical manner within required timeframes and developing sound case management strategies
- Maintaining and developing strong client relationships through participating in value adding activities and support and keeping clients informed of case progress during the matter
- Conduct liability investigations, including interviewing witnesses and review of policy documents
- Ability to draft, engross and settle all types of legal correspondence
- Drafting and settling pleadings (e.g. Defence, Cross Claim, Interrogatories etc.)
- Appearing at Court at call-overs, directions hearings, motions or instructing Counsel at hearings
- Speaking to witnesses and briefing experts
- Appearance at Court for directions hearing and instructing in trials
- Attending Mediations and Settlement Conferences autonomously
- Preparing and engrossing reports for insurers, brokers and insureds
- Undertaking and delegating work to other members of the team and provide them with the required guidance and supervision.
- Delegating and managing work direction to administrative assistants
- Proactively share knowledge, experience and insights with the immediate and wider team in order to enhance client experience and internal knowledge management
- Ensure understanding and compliance with firm's policies and procedures
- Be a HBA brand ambassador through demonstrating support and contributing to the firm's strategic vision and values.

Key Capabilities

- Able to demonstrate strong communication skills through building mutually beneficial relationships both internally and externally and the ability to engage openly with people at all levels, including senior level decision makers
- Contributes well to the team and works collaboratively and effectively across the organisation
- Demonstrates effective time management and work organisation in order to monitor progress and meet KPI and budget requirements
- Takes accountability for processes, actions and decisions under their control; consistently delivers work of the required quality
- Can gain the support and buy-in of others by effectively articulating the firm's position and forming alliances
- Engages in strategic discussions with senior team members to create shared understanding

To be successful, you must have:

- Bachelor of Laws degree or equivalent
- Current practicing certificate
- 5+ years Post Admission Experience
- Demonstrated ability to provide sound legal advice in insurance law
- Experience in acting on behalf of defendants in the casualty space
- High level oral and written communication skills
- Ability to work autonomously
- Strong time management and organisation skills
- Demonstrated ability to build effective client relationships and manage expectations

Should you wish to discuss this vacancy in more detail, please send us an email via careers@hbalegal.com.