



Position Description

Legal Secretary – Defendant / Respondent Insurance Canberra, ACT

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 Perth, Sydney, 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 oriented solutions. We pride ourselves on alternative solutions to legal challenges and exceptional outcomes for clients aligned with their business goals.

About the Role

We are excited to be recruiting for a **Legal Secretary** to join our **Canberra** team on a full-time basis.

In this role, you will be responsible for providing support and assistance to the Partners and wider team ensuring core tasks and activities are completed in an efficient and timely manner.

Industry Group

This role falls in the Federal Workers Compensation team within our '**Statutory Lines**' practice group.

Role Statement

A Legal Secretary is responsible for providing support to the team, managing core tasks, activities and processes in an efficient and accurate manner. This role is suited to an experienced individual who has the capability to deal with complex tasks that fall within the remit of both a Secretary and a quasi-Paralegal.



Key Responsibilities

- Monthly invoicing and sending invoices to clients as required.
- Diary management for the team.
- Arranging IME and expert assessments.
- Opening and closing matters in Affinity (our Case Management system) including but not limited to saving documents and conflict checks.
- Entering disbursements into Affinity and follow up of payments.
- Trust account deposits and withdrawals
- Dispersing documents/mail to solicitors for action/review
- Drafting basic correspondence to clients and other parties.
- Preparing Court Documents and Court filing (primarily in the Administrative Appeals Tribunal and Federal Court)
- Overseeing settlement processes of a matter
- Updating and advising costs to date in claims within Affinity
- Various client reporting
- General administrative tasks including printing, formatting and ad hoc office requests
- Identify and recommend improvements that increase system or process functionality and productivity for the team

Key Capabilities

- Significant experience managing competing priorities and producing high quality work
- Ability to influence stakeholders at a Senior level when dealing with relevant issues, to agree on the best way to move forward
- Experience reviewing admin guidelines, processes and procedures and making informed recommendations on how the function can improve
- Produces consistent high-quality work and has an impeccable eye for detail

Selection Criteria

Essential

- Experience in a similar role
- Strong oral and written communication skills
- Ability to work autonomously and as part of a national team
- Strong attention to detail
- High level organisation skills

Desirable

- Experience with Affinity
- Experienced in Insurance Law

Next Steps

If you're interested in a career with HBA, then please apply to this vacancy via Seek or reach out to us directly at careers@hbalegal.com.



Please know that as much as we would like to, we can't always get back to everyone. At this stage, only shortlisted candidates will be contacted.