

## Solicitor Job Advertisement

### Overview of HBA

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.

### Position purpose

As a Solicitor within the HBA Legal team, you will provide advice and assistance in dealing with our client's legal matters. You will contribute to the firm's success by generating revenue, building strong relationships with clients, and representing our values-based approach to our work within the market.

### Reporting line

This role is based in our **Perth** office and reports through to **Ruth Slater**. You will sit within our Statutory Lines Practice Group and work within the State Workers Compensation / CTP Team.

### Your key responsibilities

In this role, you will be responsible for:

- Maintaining and developing strong client relationships through participating in value adding activities and support, keeping clients informed of case progress during the course of the matter
- Providing advice and managing files in a clear, logical and cost-effective manner within required timeframes developing sound case management strategies
- Undertaking and completing work with the expected level of guidance and supervision including but not limited to:
  - analysis of evidence
  - opinion work
  - preparation of documents
  - Court appearances
  - drafting WorkCover applications and defending them
  - speaking to witnesses and briefing experts
- Proactively share knowledge, experience and insights with immediate and wider team in order to enhance client experience and internal knowledge management
- Conferring with colleagues and experts with specialties to establish and verify basis for legal proceedings
- Ensuring understanding and compliance with firm's policies and procedures
- Supervising and training junior solicitors and paralegals working in the team
- Delegating and managing work direction to administrative assistants

## What we're looking for

To be successful in this role, you must:

- Ensure you stay abreast of industry updates including, statutes, decisions, regulation and ordinances of quasi-judicial bodies to determine ramifications for cases
- Be an HBA brand ambassador through demonstrating support and contributing to the firm's strategic vision and values.

Experience wise, we are looking for someone who:

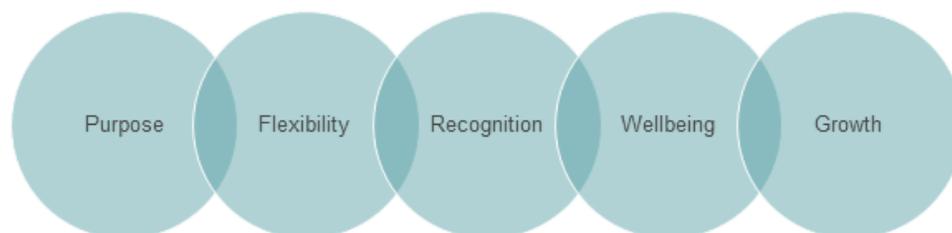
- Has a Bachelor of Law or degree equivalent
- Current Practising Certificate
- Is able to demonstrate strong communication skills through building mutually beneficial relationships both internally and externally and the ability to engage openly with people at all levels including senior level decision 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
- Demonstrated ability to provide sound legal advice in insurance law
- Experience in Western Australia State Workers Compensation and CTP preferable
- High ethical standards and professionalism
- High level oral and written communication skills

## Our value proposition

We strive to create an environment where people can and do perform at their very best. They understand what we are creating, and they want to be a part of it, because they understand the difference that we make to our client's lives. And where we succeed, we share the rewards and recognise people in ways that celebrate our achievements.

HBA is all about doing things differently. We challenge the stereotypes associated with traditional law firms in terms of our structure, management style and way of life. Creativity and innovation are at the heart of everything we do.

Our culture and environment are centred around these 5 pillars:



## 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](mailto: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.