

Associate

Position Description

Firm Context and Reporting Line

There are three Practice Groups within HBA's firm structure:

- Casualty & Commercial
- Statutory Lines
- Safety and Regulatory

This role sits within our **Statutory Lines** practice group and reports into **Ruth Slater, Partner**.

Position Purpose

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

In this role, your billable target is **6.7** hours per day.

Key Responsibilities

- Provide advice and manage files in a clear and logical manner within required timeframes whilst developing sound case management strategies
- Foster and maintain strong client relationships through participating in value adding activities that support clients and keep them informed of case progress during the matter
- Draft, engross and settle varied types of advices and legal correspondence
- Conduct liability investigations, including interviewing witnesses and reviewing policy documents
- Drafting pleadings (e.g. Defence, Cross Claim, Interrogatories etc.)
- Appear in Court for call-overs, directions hearings, motions or to instruct Counsel
- Speak to witnesses and briefing experts
- Attend Mediations and Settlement Conferences autonomously
- Prepare and engross reports for insurers, brokers and insureds
- Train and mentor paralegals and graduate/junior lawyers as required
- Delegate work to other members of the team i.e. Solicitors and Administrative Assistants and provide them with the required guidance and supervision
- Prepare and present seminars to clients (alone or with a senior lawyer);

- Prepare and distribute case notes internally and prepare case notes and papers for distribution to clients
- 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
- Stay abreast of industry updates including constitution, statutes, decisions, regulation and ordinances of quasi-judicial bodies to determine ramifications for cases
- Be a HBA brand ambassador through demonstrating support and contributing to the firm's strategic vision, values and employer brand marketing (LinkedIn)

Key Capabilities

To be successful in this role, you must be able to:

- 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 decisionmakers
- 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

Selection Criteria

Essential

- Bachelor of Laws degree or equivalent
- Current practising certificate
- 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 including providing clear and concise advices
- Ability to work autonomously and independently manage files, with minimal supervision'
- Strong time management and organisation skills
- Demonstrated ability to build effective client relationships and manage expectations

Desirable

- 3+ years Post Admission Experience
- Commercial and strategic approach to claims
- Understanding of key stakeholders (competitors, players, industry bodies) within the insurance industry
- Be affiliates with or posse relevant industry memberships
- Practical and proactive in approach to work
- Demonstrated strong problem-solving skills