

## Senior 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 **Casualty** practice group and reports into **Natasha Burn, Partner**.

### Position Purpose

As a Senior Associate within the Perth Office of HBA, you will be responsible for helping to lead our team defending medical negligence and liability claims on behalf of major insurer clients. 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

**In this role, you will be responsible for:**

- Drafting advices on indemnity, liability, quantum and claims management
- 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.
- Ability to draft, engross and settle all types of legal correspondence.
- Drafting and settling pleadings and other Court documents
- Attending interlocutory hearings or instructing Counsel at hearings/trial.
- Proofing expert and factual witnesses
- Delegating work to, and supervising work of, other members of the team and provide them with the required guidance and supervision.
- 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

**To be successful in this role, you must be 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.
- Contribute well to the team and work collaboratively and effectively across the organisation.

- Demonstrate effective time management and work organisation in order to monitor progress and meet KPI and budget requirements.
- Take accountability for processes, actions and decisions under your control and consistently deliver work of the required quality.
- Gain the support and buy-in of others by effectively articulating the firm's position and forming alliances.
- Engage in strategic discussions with senior team members to create shared understanding

## Selection Criteria

### Essential

- Bachelor of Laws degree or equivalent
- Current practising certificate
- 5+ years Post Admission Experience
- Demonstrated ability to provide sound legal advice in personal injury/insurance law, with a focus on medical negligence claims
- Demonstrated ability to understand and advise on medical evidence
- 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

### Desirable

- Practical and proactive in approach to work
- Demonstrated strong problem-solving skills
- Prior or current work for state government insurer