

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 **Commercial Lines** practice group and reports into Practice Group Lead, **Iona Sjahadi**. The specialist industry work is a combination of **professional indemnity and commercial litigation** matters.

Position Purpose

As a Senior Associate within the HBA Legal Team, you will be responsible for helping to lead our team defending liability claims across primarily New South Wales with some claims in ACT and Victoria. Your focus will be on professional indemnity and commercial litigation. You will ensure high quality advice and representation is provided to our clients whilst maintaining strong and collaborative relationships to drive positive results.

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

Key Responsibilities

In this role, you will be responsible for:

- Working on complex and large-scale commercial, insurance and building and construction matters.
- Advising and collaboratively working with team leads on strategic and tactical decisions.
- Preparing and running contested Applications and Trials.
- Working with a diverse team of junior lawyers within the Casualty and Commercial Practice Group and delegating to multiple people effectively.
- Providing junior team members with guidance and supervision, including learning and development.
- **Maintain**ing and **develop**ing strong client relationships through participating in value-adding activities and support, keeping clients informed of case progress during the matter.
- Provide advice and manage files in a clear and logical manner within required timeframes developing sound case management strategies.
- Proactively share knowledge, experience and insights with immediate and wider team in order to enhance client experience and internal knowledge management
- Ability to review and analyse evidence, prepare opinions, engage with diverse areas of law across Australian states and territories, as well as globally.
- Speak to witnesses and brief experts.
- Ensure understanding and compliance with firms' policies and procedures
- Be an 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:

- Be willing to engage with complex and large-scale matters both in and outside your comfort zone.
- Take a curious approach to work, learning, professional development and strategy.
- Develop an effective network across the firm; understand and manage stakeholders effectively
- Contribute well to the team and work collaboratively and effectively across the firm
- Demonstrate effective time management and work organisation in order to monitor progress and meet KPI and budget requirements
- Demonstrate resilience and tenacity; does not give up when obstacles and problems present themselves
- Gain support and buy-in of others by effectively articulating the firm's position and by forming alliances
- Motivate yourself to achieve financial targets
- Lead by example in your direction to more junior fee-earners; embodying the HBA leadership philosophy
- Work autonomously, work under pressure and work collaboratively when required

Selection Criteria

Essential:

- Bachelor of Laws degree or equivalent
- Current Practising Certificate
- 4+ years PAE
- Demonstrated ability to provide sound legal advice in areas of professional indemnity, casualty, commercial litigation, building and construction and general insurance law matters
- High level oral and written communication skills

Desirable:

- Experience in professional indemnity and commercial litigation.