

## Senior Associate Position Description

### Firm Context and Reporting Line

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

- Casualty & Commercial Lines
- Statutory Lines
- Safety and Regulatory

This role sits within our Statutory Lines practice group and reports into Practice Group Lead, Ruth Slater. The specialist industry work is **Western Australian SWC and / or CTP**.

### Position Purpose

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

Working under the guidance of the senior members of your team, you will grow your technical skills in key areas such as legal writing, research and information synthesis, analytical thinking and commercial acumen.

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

### Key Responsibilities

In this role, you will be responsible for:

- Independently running a high volume of files to ensure the provision of advice and management of matters in a clear and logical manner within required timeframes developing sound case management strategies.
- Delegate work to other members of the team and provide them with the required training guidance and supervision.
- 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 on indemnity, liability and quantum
- Speak to witnesses and brief experts
- Court appearances and attending conferences
- Delegate and manage work to solicitors, paralegals and administrative assistants
- Maintain and develop strong client relationships through participating in value adding activities and support, keeping clients informed of case progress during the matter.
- 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:

- Contribute well to the team and work collaboratively and effectively across the firm

- Demonstrate effective time management and work organisation; engaging in conversations with colleagues to challenge priorities and agree a way forward effectively
- Demonstrate resilience and tenacity; does not give up when obstacles and problems present themselves
- Balance competing priorities and coordinate work effectively in order to meet deadlines
- Motivate yourself to achieve financial targets
- Lead by example in your direction to more junior or administrative employees
- Work autonomously, work under pressure and work collaboratively when required

## Selection Criteria

### Essential:

- Bachelor of Laws degree or equivalent
- Current practising certificate
- Approximately 5+ years Post Admission Experience with a focus on personal injury work, preferably CTP work either defendant or plaintiff based
- Demonstrated ability to provide sound legal advice in insurance law
- High ethical standards and professionalism
- 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