

## 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 Federal Workers' compensation team, you will provide advice and assistance in dealing with our client's legal matters. You will represent HBA and our clients in the Administrative Appeals Tribunal and focus primarily on workers' compensation claims. You 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.

At HBA, we work flexibly. We trust our employees and want them to work in a way that suits them and their needs. The majority of our employees work under a hybrid model, with some choosing to come into the office full time, and some choosing to WFH permanently. We welcome all candidates, new starters and current employees to have continual conversations with their supervising Partners to discuss preferences.

### Reporting line

This role is based in our **Sydney or Canberra** office and reports through to **Kate Watson**. You will sit within our Statutory Lines Practice Group and work within the Federal Workers Compensation Team.

### Your key responsibilities

In this role, you will be responsible for:

- Providing advice and manage files in a clear and logical manner within required timeframes whilst developing sound case management strategies
- Conducting investigations, including interviewing witnesses and reviewing documents
- Assisting with the drafting Tribunal documents (e.g. Statements of Facts, Issues and Contentions, Submissions etc.)
- Speaking to witnesses and brief experts
- Attending Conciliation Conferences and informal settlement conferences as required
- Preparing and engrossing reports for clients and claims managers
- Undertaking work for and delegating work to other members of the team and Pillion with the required guidance and supervision. Delegate and manage work direction to administrative assistants
- Ensuring understanding and compliance with the firm's policies and procedures

- Staying abreast of industry updates including decisions and changes to legislation to determine ramifications for cases. You will also take a proactive approach to sharing that information with clients through newsletter articles.

## What we're looking for

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

- 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; 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
- Grasp new concepts quickly and accurately
- 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
- Identify when you need to ask for help or confirmation from senior fee-earners prior to taking action

Experience wise, we are looking for someone who has:

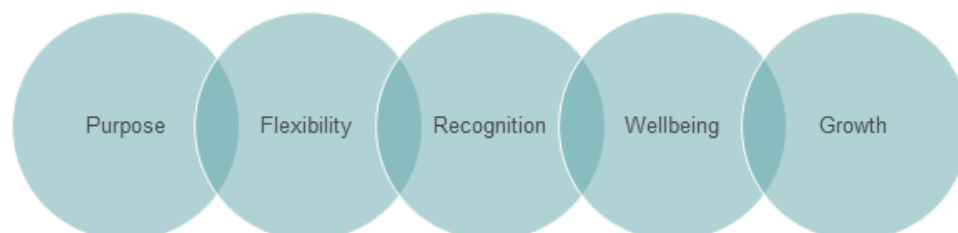
- Has a Bachelor of Law or degree equivalent
- Has a current Practicing Certificate
- Experience with either state or federal workers compensation on plaintiff or defendant side
- Is willing to learn, not afraid to ask questions
- Is able to balance competing priorities and coordinate work effectively in order to meet deadlines
- Can demonstrate resilience and tenacity; does not give up when obstacles and problems present themselves
- Can motivate themselves to achieve financial targets

## 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.