

Solicitor 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 CTP** with ad hoc **State Workers Compensation** matters.

Position Purpose

As a Solicitor 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:

- Maintain and develop strong client relationships through participating in value adding activities and support, keeping clients informed of case progress during the course of the matter
- Provide advice and running files in a clear and logical manner within required timeframes developing sound case management strategies
- Undertake and complete work with the expected level of guidance and supervision including but not limited to:
 - analysis of evidence
 - opinion work
 - preparation of documents
 - speaking to witnesses and briefing experts
 - court attendance on interlocutory matters
- Proactively share knowledge, experience and insights with immediate and wider team in order to enhance client experience and internal knowledge management
- Confer with colleagues and experts with specialties to establish and verify basis for legal proceedings
- Ensure understanding and compliance with firms policies and procedures
- Supervise paralegals working in the team.
- Delegate and manage work direction to administrative assistants
- Ensure you stay abreast of industry updates including constitution, statutes, decisions, regulation and ordinances of quasi-judicial bodies to determine ramifications for cases

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
- 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
- Work autonomously, work under pressure and work collaboratively when required

Selection Criteria

Essential:

- Bachelor of Laws degree or equivalent
- Current practising certificate
- 1 - 5 years Post Admission Experience
- Demonstrated ability to provide sound legal advice in personal injury law
- Experience in CTP work preferred (with plaintiff or defendant)
- Western Australia State Workers Compensation experience desirable but not essential