
Emily Hill

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BACKGROUND

Emily is an efficient and driven paralegal with strong analytical, legal research and drafting skills. With excellent communication skills, demonstrated initiative and a keen eye for detail, Emily achieves results in an effective manner.

Emily has experience in legal drafting and research, statutory interpretation, precedent development, and document and matter management. Emily is currently on secondment to the Department of Human Services Freedom of Information and Litigation Teams, where she reviews, determines and responds to Freedom of Information requests, analyses and advises on Administrative Appeals Tribunal appeals and assesses records for inclusion in documents to go before the Tribunal.

Previously, Emily was a secondee to the Department of Defence Royal Commission Support Team, where she sorted, analysed and evaluated records to facilitate subpoena responses and case studies. Emily has also worked for over 2 years as a paralegal at a busy property law firm providing conveyancing, probate and estate planning assistance to individuals and small businesses. She also has experience as a legal assistant within a national mid-tier firm.

Emily is proficient in the use of Objective, LEX, HP TRIM and Lexis Affinity document management software and has a current Baseline security clearance with AGSVA.

Emily is also undertaking a Bachelor of Laws (Honours) at The Australian National University and holds a distinction average across her law subjects. To complement her study, she volunteers with the ANU Law InfoHub Social Justice project and 'Come and Have a Talk' Mentor program, has assisted at the ANU Migration Clinic and is a Student Representative appointed to the ANU University Academic Appeals Board.

LEGAL EXPERIENCE

Proximity Legal – Paralegal: 2016 – Current

Secondee to the Department of Human Services Freedom of Information Legal and Litigation Teams

Secondee to the Department of Defence Royal Commission Support Team

Mills Oakley Lawyers – Legal Assistant: 2016

Batterham & Co – Paralegal: 2013 – 2016

Analytical and communication skills

Emily has developed strong analytical skills drafting Freedom of Information decisions, subpoena responses, contracts, commercial leases, wills, affidavits and incidental supporting documentation.

As part of a Defence Case Study conducted by the Royal Commission into Institutional Responses to Child Sexual Abuse, Emily reviewed, sorted and analysed large volumes of historical documents and correspondence for submission as evidence. Her excellent analytical skills and attention to detail were used to consider and codify the military records of over 70 persons of interest and reference press releases and Defence Witness statements.

As a secondee to the Department of Human Services Freedom of Information Team, Emily assesses and responds to Freedom of Information requests and works on legislation, policy and privacy matters. Previously, as a legal assistant, Emily collated and categorised large disclosure documents for the preparation of commercial property leases. As a property paralegal, Emily also drafted multi-faceted sale of business and lease agreements and corresponded with clients, solicitors and other parties, by phone, email and in person.

Legal research skills

Through her work and study, Emily has developed strong legal research skills. As part of her paralegal role, Emily has undertaken legal research and statutory interpretation tasks and prepared legal briefs on a wide range of subjects, including sexual abuse of children, Social Security, Freedom of Information, ACT land rent scheme, foreign investments, aboriginal heritage and property vegetation plans. As a secondee to the Department of Human Services Litigation Team, Emily's legal research skills are applied to advising the Department upon the likely success of further administrative review. Her law studies at the ANU also reflect her strong research skills, holding a distinction average across her law subjects.

Initiative and ability to work autonomously

Emily is a highly motivated self-starter. As a secondee to the Department of Human Services Freedom of Information and Litigation Teams, Emily manages her own caseload effectively and drafts decisions for up to 25 matters each week. As part of her property paralegal role, Emily had carriage of all probate matters and finalised estates up to the value of \$5,000,000. She also managed all conveyancing matters whilst the Senior Conveyancer was on leave for periods of one to eight weeks, and successfully negotiated and finalised up to six settlements and four contract exchanges each day.

Ability to quickly adapt to a range of issues and manage competing deadlines

Emily's ability to quickly adapt to a range of issues was frequently utilised by her solicitors to undertake ad hoc tasks in her property paralegal role. For example, with no prior experience in succession law, Emily was asked to review and amend eighteen probate precedents following changes to NSW legislation. She also drafted the firm's first retirement village surrender of lease and progressed the matter to the execution phase in a very short timeframe. As a secondee to both the Litigation and Freedom of Information Teams within the Department of Human Services, Emily also manages competing deadlines for tasks set by the legal teams effectively by focussing on planning and communication.

Team work

Emily is a team player and readily takes on whatever task is required to achieve an outcome. In her Legal Assistant role, Emily worked with the Solicitors to prepare weekly Status Reports for large bulk purchase clients. As a member of the Royal Commission Support Team, Emily worked in a mixed team of uniformed officers, in-house solicitors and legal secondees to facilitate the timely delivery of evidence briefs. In her property paralegal role, Emily also worked with the Senior Conveyancer on settlement preparation and with other support staff on administrative tasks.

Ability to deal with pressure and sensitive and distressing material

Emily successfully managed strict deadlines and the need for very high attention to detail in her conveyancing work. Whilst seen by many as routine, conveyancing processes have no margin for error and the consequences of any mistake can be very significant for clients. Emily also had to deal with sensitive and highly distressing material relating to the sexual assault of children as a secondee to the Royal Commission Support Team and dealt with this successfully through task-orientated strategies and resilience training.