



Agency	Northern Territory Legal Aid Commission	Work unit	Civil Law Practice
Job title	Administrative Officer	Designation	Administrative Officer 2 (AO2)
Job type	Full Time	Duration	2 Years
Salary	\$58,261 - \$63,252 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	Multiple	Closing	4pm Friday 22 September 2023
Contact Officer	Human Resources on 08 8999 3000 or recruitment@legalaid.nt.gov.au		
About the agency	www.legalaid.nt.gov.au		
Apply online	Please submit applications to recruitment@legalaid.nt.gov.au		

Information for applicants

To be considered for this position, applicants must attach a resume, a cover letter addressing the selection criteria (maximum 2 pages), and copies of your tertiary qualifications.

Inclusion and diversity

Legal Aid NT values diversity. We encourage people from all diversity groups to apply for vacancies and accommodate people with disability by making reasonable workplace adjustments.

Context statement

The Northern Territory Legal Aid Commission (Legal Aid NT) is an independent statutory authority established under the *Legal Aid Act 1990* (The Act). Our purpose is to ensure that people in the Northern Territory understand their legal rights and disadvantaged people have access to quality legal services, and to uphold a fair Northern Territory and national justice system.

Primary objective

Under the supervision of the Administrative Manager, provide administrative support services to assist in the smooth running of the Legal Aid NT's Civil Law Practice.

Key duties and responsibilities

1. Receive and direct incoming enquiries in person and telephone.
2. Provide administrative support, including but not limited to maintaining diaries, photocopying and filing, organising video and telephone link ups, booking client and clinic appointments, and arranging interpreters where appropriate.
3. Conduct conflict checks and make referrals to and appointments with appropriate agencies and private practitioners in the event of conflict or general referral.
4. Undertake administrative tasks on files as required.
5. Prepare and process Advice and Duty sheets.
6. Pick up and deliver documents/files as required including filing of documents in court and the appropriate service of court documents.
7. Other administrative duties as reasonably required.
8. Provide relief and assistance to reception as required.

Selection criteria

Essential

1. Proven organisational skills to respond to the needs of clients, the section, and NT Legal Aid in a timely manner.
2. Ability to work efficiently with limited supervision, utilising initiative and as part of a team with the ability to operate effectively in an environment with competing demands.
3. Ability to engage and manage relationships with a range of internal and external stakeholders, the section, and NT Legal Aid.
4. Well-developed interpersonal, oral, and written communication skills, including the ability to interact effectively with people from diverse cultures.
5. Ability to use a variety of IT software with a high level of attention to detail and accuracy in data entry.
6. Ability to exercise discretion and confidentiality when dealing with sensitive information.
7. Eligible for appointment as a Commissioner for Oaths.

Additional Position Requirements

- The successful applicant will be required to obtain and hold a Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.
- The successful application must hold a current NT 'C' class driver's licence or the ability to obtain as per the requirements of the NT Motor Vehicle Registry (MVR) Road Users' Handbook.