



**Northern Territory
Legal Aid Commission**

Administrative Officer – Alice Springs

- **Administrative Officer 4 (AO4) \$73,091 - \$83,611 plus Superannuation**
- **4 Year Contract**
- **Alice Springs**

About the Northern Territory Legal Aid Commission:

The Northern Territory Legal Aid Commission (Legal Aid NT) is an independent statutory authority established under the *Legal Aid Act 1990*. 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.

About the role:

Under the supervision of the Administrative Manager, provide high level secretarial, administrative, and personal support services to the Alice Springs office of Legal Aid NT.

About you:

You will have a high level administrative and secretarial skills, with the ability to organise workload, prioritise, multi-task, problem solve and meet deadlines. You will be able to work efficiently as part of a team, utilising initiative with the ability to operate effectively in an environment with competing demands.

You will have high level interpersonal, oral, and written communication skills and an ability to communicate with vulnerable people from diverse backgrounds, including culturally and linguistically diverse and First Nations peoples.

Employee benefits:

Legal Aid NT offers attractive employment benefits such as 6 weeks annual leave and salary packaging options. Whilst the work is challenging, you will be rewarded with a culture that is focused on meeting the legal needs of vulnerable people in the Northern Territory.

How to apply:

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

Applications must be submitted by email to recruitment@legalaid.nt.gov.au by **1pm Thursday 28 September 2023**.

Further Information:

A duty statement, including selection criteria can be obtained from www.legalaid.nt.gov.au

Further information on the role, please contact Human Resources on 08 8999 3000 or recruitment@legalaid.nt.gov.au

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