



Agency	Northern Territory Legal Aid Commission	Work unit	Criminal Law Practice
Job title	Administrative Officer	Designation	Administrative Officer 4 (AO4)
Job type	Full Time	Duration	4 Years
Salary	\$73,091 - \$83,611 plus Superannuation (salary packaging options available)	Location	Alice Springs
Position number	016487	Closing	1pm Thursday 28 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 statement 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 high level secretarial, administrative, and personal support services to assist with the administration operations of the Criminal Law Practice in the Alice Springs Office.

Key duties and responsibilities

1. Provide high level secretarial and administrative support to Solicitors and Support Workers.
2. Maintain and provide effective file and diary management systems, administrative systems and procedures and quality assurance procedures.
3. Provide assistance to solicitors and support workers with client liaison and collaborate with other stakeholders to assist with client engagement.
4. Assist people seeking information, support, referrals, legal advice, or legal assistance in relation to legal and associated matters.
5. Support the Administrative Manager to ensure that services are adaptable and meet the needs of clients from diverse cultures, communities and circumstances, in particular Aboriginal and Torres Strait Islander clients and those from CALD communities.
6. Prepare high quality legal documents and undertake administrative tasks on files, including the preparation of court and other legal documents and arrange for the filing of documents in Court and appropriate service of Court documents.
7. In the absence of the Administrative Manager, supervise the day-to-day administration and management of the Alice Springs Office, including the supervision and mentoring of administrative staff.
8. Assist in coordinating infrastructure and building maintenance works as required.
9. Other duties as required.

Selection criteria

Essential

1. High level administrative and secretarial skills, including attention to detail and the ability to maintain confidentiality, problem solve and discern sensitive issues.
2. High level adaptability, flexibility and resilience and demonstrated ability to work within a busy team in a fast-paced environment, with effective time management skills and the ability to organise and prioritise workloads.
3. Demonstrated proficiency in a variety of computer packages with a high level of attention to detail and accuracy in data entry.
4. Ability to take appropriate action to maintain and improve service delivery whilst reviewing and ensuring compliance with policies and procedures.
5. High level interpersonal and verbal and written communication skills, including the ability to communicate with vulnerable people from diverse backgrounds, including culturally and linguistically diverse and First Nations peoples.
6. Ability to exercise discretion and confidentiality when dealing with sensitive information.
7. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

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.