



Administrative Officer – Prisoner Release Legal Service

- **Administrative Officer 3 (AO3) \$64,773 - \$69,746 plus Superannuation**
- **Contract until 30 June 2025**
- **Darwin**

About the Legal Aid NT:

Legal Aid NT is an independent statutory authority established under the *Legal Aid Act 1990* (NT). 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 Senior Lawyer, Prisoner Release Legal Service, provide high-level administrative and secretarial support to ensure the efficiency of the Prisoner Release Legal Service.

About you:

You will have high level administrative and secretarial skills, with the ability to organise workload, prioritise, multi-task, meet deadlines including attention to detail and accuracy in data entry. You will have the ability to work efficiently with limited supervision, utilising initiative and as part of a team and the ability to operate effectively in an environment with competing demands.

Crucial to your success is your high level interpersonal, oral, and written communication skills and an ability to communicate with vulnerable people from diverse backgrounds, including culturally and linguistically diverse (CALD) and First Nations peoples.

Employee benefits:

Legal Aid NT offer 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 cover letter (maximum 2 pages), and copies of your relevant tertiary qualifications.

Applications must be submitted by email to recruitment@legalaid.nt.gov.au by **10am Tuesday, 26 March 2024**.

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

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.