



Administrative Officer – Katherine

- **Administrative Officer 2 (AO2) \$58,261 - \$63,252 plus Superannuation**
- **12 Month Contract**
- **Katherine**

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 Administrative Manager, provide administrative support services to the Katherine Office, including the Health Justice Partnership (HJP) Solicitor.

About you:

You will have experience in providing administration support with the ability to organise work, prioritise, multi-task, meet deadlines. You will be able 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.

You will have well-developed interpersonal, oral and written communication skills and the ability to interact effectively with people from diverse cultures 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 the role, applicants are required to submit a current resume and a cover letter (maximum 2 pages).

Applications must be submitted by email to recruitment@legalaid.nt.gov.au by **10am Friday, 2 August 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.