

Duty Statement

Agency	Northern Territory Legal Aid Commission	Work unit	Corporate Services
Job title	Corporate Services Officer	Designation	Administrative Officer 3 (AO3)
Job type	Full Time	Duration	2 Year Contract
Salary	\$66,773 - \$71,746 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	044740	Closing	10am Thursday, 17 July 2025
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

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.

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 Chief Operating Officer and in collaboration with the Human Resources Manager, provide administrative support to ensure the delivery of effective and efficient corporate services across Legal Aid NT.

Key duties and responsibilities

1. Respond to enquiries received by phone, email, and face to face in a professional and timely manner.
2. Ensure accurate and timely processing of accounts payable, accounts receivable, purchase orders, and banking, including assisting in resolving any issues.
3. Support human resources with the provision of recruitment, induction, probation, feedback and other communications and activities for the organisation.
 - a. Coordinating and arranging recruitment actions including posting job advertisements, scheduling interviews, contract and probation reviews.
 - b. Monitor staff absence notifications including following up leave applications.
 - c. Maintain staff records/files on TRM and associated platforms.
4. Assist with Reception/switch relief and provide admin relief to other sections, when required.
5. Assist with property, travel and vehicle matters in accordance with Legal Aid NT's processes and procedures, when required.
6. Undertake the purchasing of goods and services including stationery and office perishables, when required.
7. Other administrative duties as reasonably required.

Selection criteria

Essential

1. Demonstrated ability to use initiative to identify and resolve issues.
2. Demonstrated ability in a variety of computer packages particularly accounting systems, spreadsheets etc.
3. Ability to work flexibly to perform a wide range of human resources and corporate services with accuracy and attention to detail.
4. Ability to work independently with minimal supervision, as well as collaboratively within a team, while maintaining confidentiality and performing effectively in a demanding environment.
5. Strong time management skills, including the ability to prioritise tasks, manage competing demands and meet deadlines.
6. Good interpersonal skills, including sound oral and written communication skills and the ability to communicate effectively with people from diverse backgrounds, including culturally and linguistically diverse and First Nations peoples.
7. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

Desirable

1. Knowledge of Northern Territory Government systems as they relate to financial services and human resources.

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.