

# Duty Statement

Agency	Legal Aid NT	Work unit	Family Law Practice
Job title	Administrative Manager	Designation	Administrative Officer 5 (AO5)
Job type	Full Time	Duration	12 Months
Salary	\$88,297 - \$92,687 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	030738	Closing	4pm Tuesday, 20 January 2026
Contact Officer	Human Resources on 08 8999 3000 or <a href="mailto:recruitment@legalaid.nt.gov.au">recruitment@legalaid.nt.gov.au</a>		
About the agency	<a href="http://www.legalaid.nt.gov.au">www.legalaid.nt.gov.au</a>		
Apply online	Please submit applications to <a href="mailto:recruitment@legalaid.nt.gov.au">recruitment@legalaid.nt.gov.au</a>		

## 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.

## About 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.

## Primary objective

Under the supervision of the Managing Solicitor, manage, coordinate, and supervise the provision of administrative and secretarial services and day to day administrative operations of the Family Law Practice.

## Key duties and responsibilities

1. Supervise the day-to-day administration and management of the Family Law Practice, including the supervision and mentoring of administrative staff.
2. Provide high level secretarial and administrative support to Solicitors and Support Workers.
3. Prepare high quality legal documents and undertake administrative tasks on files, including the preparation of court documents.
4. Oversee and provide effective file and diary management systems, data and administrative systems and procedures and quality assurance procedures.
5. Book client appointments and clinic appointments, including arranging interpreters where appropriate.
6. Arrange for the filing of documents in Court and appropriate service of Court documents, including preparing files for closing.
7. Carry out monthly file reviews to ensure all files are correctly marked to the file holder and court dates are recorded on files and contributions are recorded.
8. Provide assistance to solicitors and support workers with client liaison and collaborate with other stakeholders to assist with client engagement.
9. Assist people seeking information, support, referrals, legal advice, or legal assistance in relation to legal and associated matters.
10. Support the Managing Practitioner 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.

## 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. Demonstrated understanding of working in an administrative capacity in the relevant practice area and an ability to lead a team and manage administrative staff.
3. Demonstrated proficiency in a variety of IT software 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. Demonstrated understanding of the issues affecting diverse communities in the criminal justice system, including people with a mental illness, people with disability, First Nations peoples and people from culturally diverse backgrounds.
6. 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.
7. Proven ability to communicate, liaise and network effectively with individuals and groups, as well as professionals and representatives from relevant government and non-government areas.

8. High level interpersonal, oral and written communication skills including conflict management skills and an ability to communicate with vulnerable people from diverse backgrounds, including culturally and linguistically diverse and First Nations peoples.
9. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

**Desirable**

1. Familiarity with family and care and protection law and processes.
2. Eligible for appointment as a Commissioner for Oaths.

**Further Information**

- 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.