

Duty Statement

Agency	Legal Aid NT	Work unit	Directorate
Job title	Executive Assistant	Designation	Administrative Officer 4 (AO4)/ Administrative Officer 5 (AO5)
Job type	Full Time	Duration	12 months
Salary	\$75,091 - \$92,687 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	011281	Closing	4pm Wednesday 4 February 2026
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.

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 that people experiencing disadvantage have access to quality legal services, and to uphold a fair Northern Territory and national justice system.

Primary objective

Provide high level executive, secretarial and administrative support and coordination to the Director of Legal Aid NT and other Executive staff as requested by the Director.

Key duties and responsibilities

1. Provide high level executive and administrative assistance to the Director, Associate Director of Client Services and other members of the Executive as directed by the Director, including diary management, email correspondence, management of enquiries, and the coordination of travel and accommodation requirements.
2. Anticipate the needs of the Director and Associate Director of Client services, organise conferences and meetings, including the coordination and preparation of relevant papers, materials, minutes, transcribing, audio visual requirements, and catering.
3. Assist the Associate Director of Client Services in coordinating and responding to complaints and maintaining the register of complaints.
4. Manage and maintain processes for managing workflows and communication, including monitoring overall timeliness and follow-up of responses on high level documents and correspondence.
5. Maintain strong and effective relationships with all levels of staff within Legal Aid NT, external agencies, and stakeholders.
6. Assist with client feedback/complaints and Freedom of Information applications, as required.
7. Undertake project work as required.
8. Undertake other duties as reasonably required, including providing administrative support or relief to other areas of the Legal Aid NT as needed.

Selection criteria

Essential

1. Demonstrated experience providing administrative support to a senior leader or executive, including managing calendars, scheduling meetings, handling correspondence.
2. Demonstrated time management and proactive problem-solving skills; as well as sound professional judgement, common sense, integrity, discretion and the ability to exercise initiative.
3. Demonstrated experience in managing sensitive and confidential information.
4. Demonstrated understanding of the issues affecting diverse communities in the Northern Territory including those experiencing the criminal justice system, including people with a mental illness, people with disability, First Nations peoples and people from culturally diverse backgrounds.
5. High-level interpersonal, oral and written communication skills with the ability to prepare and coordinate relevant papers, briefings, and meeting agendas and minutes, with high standards of accuracy and attention to detail.
6. Strong organisational skills with a demonstrated ability to work independently and within a team to prioritise workload, meet deadlines within tight time constraints and achieve high level results.

7. Proven experience and competency in a range of computer applications and complex documents including electronic document management systems, Microsoft Office applications and client database.
8. Current knowledge of the issues, principles, and practices in the areas of court processes and information privacy.
9. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

Desirable

1. Experience working as an executive assistant.
2. Experience with or knowledge of Freedom of Information processes.
3. Experience in providing administrative support to a board

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.