



Administrative Manager – Family Law Practice

- **Administrative Officer 5 (AO5) \$88,297 - \$92,687 plus Superannuation**
- **12 Month Contract**
- **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:

To manage, coordinate and supervise the provision of administrative and secretarial services and day to day administrative operations of the Family Law Practice.

About you:

You have high level administrative and secretarial skills, including attention to detail and the ability to maintain confidentiality, problem solve and discern sensitive issues all while having the ability to lead a team and manage administrative staff within the Family Law Practice.

You will have well developed interpersonal, oral, and written communication skills including conflict management skills and be able to communicate with vulnerable people from diverse backgrounds, including culturally and linguistically diverse (CALD) and First Nations peoples.

Employee benefits:

Legal Aid NT offers a competitive salary and a range of employee benefits, including:

- 6 weeks annual leave to support work life balance.
- Salary packaging options
- A supportive and collaborative workplace culture committed to meeting the legal needs of vulnerable people in the Northern Territory.

How to apply:

To apply, please submit the following to recruitment@legalaid.nt.gov.au by **4pm Tuesday, 20 January 2026**:

- A current CV
- A statement addressing the selection criteria (maximum 2 pages)
- Copies of your tertiary qualifications.

A detailed 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.