



## **Executive Assistant**

- **Administrative Officer 4/5 (AO4/5) \$75,091 - \$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:**

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.

### **About you:**

You have strong administrative and secretarial skills, including high-level of accuracy and the ability to maintain confidentiality and discern sensitive issues. You demonstrate strong time management skills, are highly organised, proactively problem-solve and can manage competing demands while working independently and as part of a team.

You will have well developed interpersonal, oral, and written communication skills and be able to communicate respectfully and effectively 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](mailto:recruitment@legalaid.nt.gov.au) by **4pm Wednesday, 4 February 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](http://www.legalaid.nt.gov.au).

Further information on the role, please contact Human Resources on 08 8999 3000 or [recruitment@legalaid.nt.gov.au](mailto: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.