



Senior Grants Officer – Grants

- **Administrative Officer 4 (AO4) \$77,344 - \$88,179 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:

The Grants section is responsible for administering and determining applications for legal aid; arranging and managing the assignment of cases to in-house or private practitioners; determining requests for extensions of the grant of aid; certifying accounts for professional fees and disbursements and managing the Legal Aid NT panel of private practitioners.

The Senior Grants Officer reports to and operates under the supervision and direction of the Grants Manager.

About you:

You have high level administrative skills, including the ability to maintain confidentiality, problem solve and discern sensitive issues. You will be able to work effectively with limited supervision, in a team environment with competing demands.

You will have demonstrated proficiency in a range of IT software with a high level of attention to detail and accuracy in data entry.

You have well developed 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 (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 **4:00pm Friday, 13 March 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.