

Duty Statement

Agency	Legal Aid NT	Work unit	Grants & Assignments
Job title	Senior Grants Officer	Designation	Administrative Officer 4 (AO4)
Job type	Full time	Duration	12 months
Salary	\$77,344 - \$88,179 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	010386	Closing	4:00pm Friday, 13 March 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 current resume and a statement addressing the selection criteria (maximum 2 pages).

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

Context statement

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

The Grants and Assignments 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.

Key duties and responsibilities

1. Process applications for legal assistance and make decisions in accordance with the Act, the Legal Aid NT Guidelines and internal policies and procedures, as follows:
 - a. Determine applications for grants of legal assistances and commit appropriate funds.
 - b. Assign grants of legal assistance to in-house lawyers or private practitioners.
 - c. Determine requests for extension of existing grants of legal assistance and commit appropriate funds.
 - d. Authorise payment of professional fees or disbursements within grant commitment.
2. Undertake reconsideration of primary decisions, where appropriate.
3. Prepare background materials for matters before the Review Committee and ensure the Committee's reasons for decision are properly recorded and communicated to applicants.
4. Provide high quality administrative leadership, support, and assistance to the section.
5. Liaise with internal and external stakeholders, including lawyers and clients, in regard to applications and grants of legal assistance including explaining decisions where appropriate.
6. Contribute to ensuring that competing demands of the section are prioritised and met and workflow is undertaken in an effective and efficient manner.
7. Assist with the administration of complex grant files, file audits, the panel of private practitioners and funding body reporting obligations as required.
8. Undertake other duties as reasonably required, including providing administrative support or relief to other sections as needed.

Selection criteria

Essential

1. High level administrative skills, including the ability to maintain confidentiality, problem solve, and discern sensitive issues.
2. Demonstrated proficiency in a variety of IT software with a high level of attention to detail and accuracy in data entry.
3. Ability to take appropriate action to maintain and improve service delivery whilst reviewing and ensuring compliance with policies and procedures.
4. Excellent time management skills, including the ability to work efficiently with limited supervision, utilising initiative and as part of a team to operate effectively in an environment with competing demands.
5. High level interpersonal, oral, and written communication skills including conflict management skills and an ability to effectively communicate with vulnerable people from a range of backgrounds, including culturally and linguistically diverse and First Nations peoples.
6. A knowledge of Legal Aid NT Guidelines or the ability to quickly obtain this knowledge.
7. A commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

Desirable

1. An understanding of justice issues and the legal assistance sector in the NT, including barriers impacting on community access to legal assistance.
2. Experience with Territory Records Management (TRM) system.

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 a 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.