



Administrative Officer – REALS

- **Administrative Officer 3 (AO3) \$68,776 - \$73,898 plus Superannuation**
- **2 Year Contract**
- **Darwin**

About Legal Aid NT:

Legal Aid NT is an independent statutory authority established under the *Legal Aid Act 1990*. 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.

The Respondent Early Assistance Legal Service (REALS) is a specialised service providing information, legal assistance and social support to clients, responding to allegations that they have used domestic, family, and sexual violence (DFSV) via a domestic violence application (DVO) brought against them under the *Domestic and Family Violence Act 2007 (NT)*.

About the role:

Under the supervision of the Managing Solicitor of REALS, provide high-level administrative support to the REALS program.

About you:

You have a high level of administrative and secretarial skills, with the ability to organise workload, prioritise, multi-task, and meet deadlines. You can work efficiently as part of a team, utilising initiative with the ability to operate effectively in an environment with competing demands.

You have excellent interpersonal, oral, and written communication 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 **4pm Thursday, 2 April 2026**:

- A current CV
- A cover letter indicating relevant skills and previous experience that would be helpful in taking on the role (maximum 2 pages).

For 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.