



## **Administrative Officer – Alice Springs**

- **Administrative Officer 2 (AO2) \$62,069 - \$67,210 plus Superannuation**
- **2 Year Contract**
- **Alice Springs**

### **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 people facing disadvantage have access to quality legal services, and to uphold a fair Northern Territory and national justice system.

### **About the role:**

Under the supervision of the Administrative Manager, provide high-level administrative support and reception services to the Alice Springs office of Legal Aid NT.

### **About you:**

You will have experience in providing administration support with the ability to organise work, prioritise, multi-task, meet deadlines. You will be able to work efficiently with limited supervision, utilising initiative and as part of a team with the ability to operate effectively in an environment with competing demands.

You will have well-developed interpersonal, oral and written communication skills and the ability to interact effectively with people from diverse cultures backgrounds, including culturally and linguistically diverse 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 Thursday, 30 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](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.