



Legal Aid NT

Senior Administrative Officer – Family Law Practice

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

Under the supervision of the Administrative Manager, provide high level paralegal, secretarial and administrative support, to assist with the operations of the Family Law Practice across the Northern Territory.

About you:

You will have a high level paralegal, secretarial and administrative skills, with the ability to maintain confidentiality, problem solve and identify sensitive issues. You will be proactive and use your initiative to work effectively within a busy team in a fast-paced environment with limited supervision while managing competing demands in a fast-paced team environment.

You will have high level interpersonal, oral, and written communication skills, including conflict management abilities, with the ability to communicate effectively with vulnerable individuals from diverse backgrounds, including culturally and linguistically diverse (CALD) communities 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 **10:00am Friday, 8 May 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.