



Corporate Services Officer

- **Administrative Officer 3 (AO3) \$68,776 - \$73,898 plus Superannuation**
- **2 Year Contract (Ongoing)**
- **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 direct supervision and guidance of the Chief Operating Officer provide advice and support to facilitate the delivery of effective and efficient corporate services to Legal Aid NT.

About you:

The successful applicant will demonstrate strong problem-solving skills, and ability to meet manage competing priorities while consistently meeting deadlines. You are comfortable working independently with minimal supervision and collaboratively engaging with all sections of Legal Aid and stakeholders.

You are an organised and motivated individual who is adaptable, has high level of attention to detail, and enjoys a busy environment. You have a proven high level of integrity, exercise sound judgement, maintain confidentiality. Your well-developed interpersonal, written and verbal communication skills will enable you to work respectfully and effectively with people at all levels and from diverse 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 by **10am Monday, 29 June 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.