Administrative Officer – Civil Law Practice

- **Administrative Officer 3 (AO3) $70,839 - $76,115 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 administrative support to the Civil Law Practice.

About you:

You will have a high-level of administrative skills. You will be able to maintain confidentiality, problem solve and identify sensitive issues. You will be able use initiative and work effectively with limited supervision in a team environment with competing demands.

You will have well developed interpersonal, oral, and written communication skills including conflict management skills and be able to communicate with vulnerable people 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 **4:00pm Tuesday, 24 November 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).

PLEASE NOTE: We encourage you to apply as soon as possible, as applications will be considered as they are received and the recruitment process may close earlier than advertised.

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.