

Legal and Administrative Assistant

Information for Applicants

Please find enclosed information that will assist you in applying for this position:

1. A Duty Statement for the position
2. The Selection Criteria

In order to apply:

- We will only accept written applications.
- Please address the selection criteria in your written application.
- Include a CV and the names and contact details of 2 work related referees.
- We encourage applicants to provide information in their cover letter on other skills or experience you have that you feel may assist the work of the centre.
- Applications close **Thursday 30 July 2026**.
- Apply via Ethical Jobs Website.

If you would like some more information about the sorts of issues we deal with, please see our website at: <https://www.ntwwc.com.au>.

If you require any further information, please contact Nicki Petrou on (08) 8981 0655 or admin@ntwwc.com.au

Duty Statement, Level 3/4- \$82,006 - \$94,591 p.a (pro rata for part-time) commensurate with experience/qualifications of NTWWC Enterprise Agreement 2023-2027

Position Title

Legal & Administrative Assistant

Location

Alice Springs, Northern Territory

Reports to

Director/Practice Manager

About NT Working Women's Centre

The NT Working Women's Centre (NTWWC) is a specialist not-for-profit community service providing free, confidential advice, advocacy and legal assistance to women and gender diverse people across the Northern Territory in relation to workplace rights.

The Centre also delivers workplace training, outreach, industrial relations/employment law advocacy and community education and engagement across the Territory.

Position Purpose

The Legal & Administrative Assistant is often the first point of contact for clients seeking assistance from the Centre.

This position provides high-quality administrative and legal support to our practice and non-practice teams, ensuring clients receive a professional, welcoming and trauma-informed service.

The position complements and supports the work of the Administration Officer by assisting with the day-to-day administration of the Alice Springs office and providing legal administrative support to the Centre's legal and industrial teams. Working collaboratively across both offices, the role helps ensure consistent, responsive and high-quality client services throughout the Northern Territory.

Working as part of a small, collaborative team, the role assists with enquiries, client intake, legal administration, file management, community engagement and the day-to-day operation of the Alice Springs office.

This position will suit a law student, paralegal, recent law graduate or an experienced administrator with an interest in employment law, industrial relations, women's rights including workplace rights and community legal services.

Phone (08) 8981 0655 Free Call 1800 817 055

Darwin GPO Box 403 Darwin, NT, 0801 Alice Springs PO Box 664, Alice Springs, NT, 0870

Email admin@ntwwc.com.au Website www.ntwwc.com.au

Key Responsibilities

Client Services

- Provide a professional, culturally safe and trauma-informed first point of contact and support for clients in person, by telephone and email.
- Undertake client intake and data entry.
- Schedule appointments.
- Open and maintain electronic client files.
- Provide information about NTWWC services and appropriate referral pathways.
- Maintain accurate and confidential client records.

Legal and Administrative Support

Provide administrative support to our practice team; solicitors, Industrial Liaison Officers, projects and management including:

- Assisting in preparation of correspondence, legal documents and file notes.
- Formatting letters, applications and submissions.
- Assisting in preparation of conciliation, tribunal and court documents for filing.
- Electronic document and file management including scanning, uploading and archiving documents.
- Assisting in the maintenance of legal precedents and templates.
- Preparing hearing, mediation and briefing folders.
- Monitoring of key dates, appointments and limitation periods.
- Assist practitioners with the efficient progression of client matters including liaising with and supporting clients and the service of documents as required.

Office Administration

- Support the Administrative Officer with their role including cover as required during periods of leave.
- Assist in the maintenance of office filing and records management systems.
- Answer telephone and email enquiries.
- Coordinate incoming and outgoing mail and deliveries.
- Maintain office stationery and supplies.
- Coordinate travel and accommodation arrangements for outreach where required.

Community Education and Outreach

- Assist with the preparation and delivery of community education, engagement and outreach activities
- Assist with registrations and bookings.
- Assisting with community events and promotional activities.
- Ensure office merchandise and information for the Alice Springs office are up to date and re-stocked as necessary.

General Responsibilities

- Work collaboratively with colleagues across the Darwin and Alice Springs offices.
- Maintain strict confidentiality and privacy obligations.
- Contribute to a respectful, inclusive and positive workplace culture.
- Participate in staff meetings, supervision and professional development.
- Comply with NTWWC policies, procedures and work health and safety obligations.
- Undertake other duties consistent with the classification and skills of the position.

Selection Criteria

Essential:

1. Demonstrated experience in administration, customer service or office support.
2. Excellent organisational and time management skills with the ability to manage competing priorities.
3. Strong written and verbal communication skills.
4. Excellent attention to detail.
5. Sound computer skills, including Microsoft Office and electronic document management systems.
6. Ability to maintain confidentiality and exercise sound judgement.
7. Ability to work independently while contributing positively to a small team.
8. Commitment to providing professional, culturally safe and trauma-informed client services.
9. Current Northern Territory Driver Licence or the ability to obtain one.
10. National Police Check and Working with Children's Card or the ability to obtain one.
11. Ability to travel occasionally within the Northern Territory for outreach and training.

Desirable:

12. Experience working in a legal practice, community legal centre, government or not-for-profit organisation.
13. An interest in employment law, industrial relations, women's rights, including workplace rights or community legal services.
14. Current enrolment in, or completion of a law degree, justice studies or paralegal qualification.
15. Experience working with Aboriginal and Torres Strait Islander communities and people from culturally and linguistically diverse backgrounds.