



Paralegal – Family Law Practice

- **Administrative Officer 4 (AO4) \$79,664 - \$90,824 plus Superannuation**
- **12 Month Contract (Parental Leave Cover)**
- **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 Managing Solicitor, provide high level paralegal, secretarial, administrative and litigation support, to the Managing Solicitor and Senior Solicitors appointed as Independent Children's Lawyers (ICLs) in matters before the Federal Circuit and Family Court of Australia.

About you:

You will have a high level paralegal, secretarial and administrative skills, with the ability to maintain confidentiality, identify and manage sensitive issues, and apply sound problem-solving skills. You will be proactive, use initiative, and work effectively both independently and as part of a busy team, managing competing priorities in a fast-paced environment with minimal supervision.

You will have highly developed interpersonal, oral and written communication skills, including the ability to manage conflict and communicate effectively with vulnerable individuals from diverse backgrounds, including culturally and linguistically diverse (CALD) communities and Aboriginal people.

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 Tuesday, 22 September 2026**:

- A current CV
- A statement addressing the selection criteria (maximum 2 pages)
- Copies of your relevant tertiary qualifications.

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.