

Duty Statement

Agency	Legal Aid NT	Work unit	Grants
Job title	Senior Solicitor	Designation	Professional 3(P3)
Job type	Full Time or Part Time	Duration	2 Years
Salary	\$117,625 - \$131,735 plus Superannuation (salary packaging options available)	Location	Darwin
Position number	042988	Closing	12pm Friday, 30 October 2026
Contact Officer	Human Resources on 08 8999 3000 or recruitment@legalaid.nt.gov.au		
About the agency	www.legalaid.nt.gov.au		
Apply online	Please submit applications to recruitment@legalaid.nt.gov.au		

Information for applicants

To be considered for this position, applicants must attach a resume, a statement addressing the selection criteria (maximum 2 pages), and copies of your tertiary qualifications.

Inclusion and diversity

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.

About 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.

Primary objective

Under the supervision and direction of the Managing Solicitor, assess, process, and determine complex applications for grants of legal aid across a range of legal matter types within the Legal Aid NT Guidelines, policies, delegations and budgets to meet the purpose of Legal Aid NT and ensure delivery of high quality client service

Key duties and responsibilities

1. Determine and administer complex applications for grants of legal aid in accordance with Legal Aid NT Guidelines, policies, delegations and budgets and advise clients and/or their representatives in a timely and appropriate manner as to the outcome.
2. Undertake a reconsideration or review of administrative decisions made by grants officers, where appropriate.
3. Assist with the maintenance of Legal Aid NT's panel of private lawyers, including assessing applications and supporting processes for admission to the panel.
4. Provide training on policy and practices for grants of legal aid to private lawyers on the Legal Aid NT panel and in-house lawyers.
5. Liaise with internal and external stakeholders, including lawyers, clients and the Courts in regard to applications and grants of legal assistance as appropriate.
6. Provide advice to internal and external stakeholders such as the Courts, lawyers, community legal service providers and other relevant organisations in relation to policy and procedures for grants of legal aid.
7. Contribute to the development, improvement and review of the section's policies and procedures in order to enhance services and consistency and quality of decision-making and data collection.
8. Maintain and improve professional standards by keeping up to date with developments in relevant areas of legal practice; participating in professional development activities and complying with the Continuing Professional Development requirements of the Law Society of the Northern Territory.
9. Assist the Managing Solicitor to investigate complaints, in accordance with Legal Aid NT's policies and procedures.
10. Act as the Managing Solicitor of Grants as required, including during absences.

Selection criteria

Essential

1. Admission or eligibility for admission as a Barrister and Solicitor of the Supreme Court of the Northern Territory of Australia.
2. Substantial post admission experience in civil, family, or criminal law.
3. Demonstrated awareness and understanding of the issues impacting Indigenous and disadvantaged families and communities in the NT, including knowledge of current legal issues and the provision of legal services in the NT.
4. Demonstrated ability to interpret and apply legislation, policies and guidelines to make sound and consistent decisions.
5. High level oral and written communication skills, including conflict management skills and the ability to effectively communicate with vulnerable people from diverse backgrounds including culturally and linguistically diverse (CALD) and Aboriginal people.
6. Demonstrated high-level initiative including the ability to work with minimal supervision both independently and as part of a team, while effectively managing competing demands, priorities and responding to needs of internal and external stakeholders in a timely manner.
7. Demonstrated ability to provide advice, training and support to internal and external stakeholders.

8. Demonstrated proficiency in a variety of IT software including the ability to learn various computer software packages.
9. Commitment to legal aid values and an understanding of Northern Territory justice issues and the legal assistance sector.

Desirable

1. Experience in administrative decision making and knowledge of relevant principles applicable to this.
2. 4 years legal practice experience in family or criminal law.
3. Experience using Content Manager (TRM) the official records management system of the NT Government.

Further Information

- The successful applicant will be required to obtain and hold a Working with Children Clearance notice and undergo a criminal history check. A criminal history will not exclude an applicant from this position unless it is a relevant criminal history.
- The successful applicant must hold a current NT 'C' class driver's licence or the ability to obtain as per the requirements of the NT Motor Vehicle Registry (MVR) Road Users' Handbook.