

Duty Statement: Principal Legal Officer, NTWWC Enterprise Agreement Level 7, part time (30 hours per week) -

Darwin/Alice Springs

Position Purpose

The Principal Legal Officer (PLO) leads NTWWC's legal and Industrial Relations practices and provides high-quality, trauma-informed and client-centred legal advice, assistance and representation to women and gender-diverse people experiencing workplace issues in the Northern Territory.

This is a practising legal leadership role. The PLO maintains a client caseload, takes responsibility for complex and higher-risk matters, and provides professional supervision, mentoring and practical support to the legal and non-legal (Industrial Liaison Officers-ILO'S) teams.

Working under the overall direction of the Director, the PLO is responsible for the quality of legal work, professional standards and the supervision of legal and ILO services. The Practice Manager/Assistant Director supports the role through practice administration, systems, compliance coordination and operational support. The PLO and Practice Manager work together to identify and manage practice risks and maintain effective procedures.

The PLO works collaboratively with the Senior Industrial Liaison Officer (SILO), who coordinates the day-to-day work of the Industrial Liaison Officer (ILO) team. The PLO provides legal guidance, assists with complex matters and contributes to consistent standards across the Centre's legal and industrial services.

Key Duties

- Provide high-level legal advice, assistance and representation in employment law, discrimination, general protections, unfair dismissal, work health and safety, and other matters within NTWWC's service scope.
- Manage a client caseload, including complex and higher-risk matters, and develop appropriate case strategies, referral pathways and escalation arrangements.

- Represent clients before courts, commissions, tribunals and other relevant bodies. Prepare and review legal documents, submissions, correspondence and settlement documentation, and support staff undertaking representation.
- Oversee the allocation and progression of legal matters, monitor workloads and time limits, and ensure that priority matters receive timely attention.

Leadership and supervision

- Provide professional supervision, mentoring and support to legal and industrial relations staff, including supervision of restricted practitioners where applicable and consistent with relevant practising requirements.
- Review legal advice, correspondence, casework and representation to maintain accuracy, timeliness and professional standards and support staff development.
- Work with the SILO to support the ILO team through legal guidance, mentoring, case consultation and professional development, particularly in complex or higher-risk matters.
- Work with the Director, Practice Manager and SILO to maintain effective intake, triage, referral and case allocation processes and direct resources to priority clients and matters.
- Contribute to recruitment, induction, probation and performance development for legal and industrial staff, in consultation with the Director and relevant team leaders.
- Identify training needs and contribute to internal training, resources, precedents and practice guidance.

Professional standards and practice development

- Ensure legal work is undertaken in accordance with professional obligations, practising requirements and NTWWC policies and procedures.
- Work with the Practice Manager and administration team to maintain and improve procedures for client engagement, conflicts, confidentiality, file management, limitation periods, supervision, risk management and file closure and review.
- Work with the Practice Manager to maintain compliance with applicable professional, regulatory and insurance requirements, including practising certificate and professional indemnity insurance requirements.

- Monitor legal casework and professional risks and promptly bring significant risks or emerging issues to the attention of the Director and Practice Manager.
- Participate in regular practice coordination meetings with the Director and Practice Manager, and provide timely advice on significant casework, staffing, compliance and risk issues.

Service improvement and external engagement

- Analyse casework information, service data and emerging workplace issues to improve services and identify systemic issues affecting women and gender-diverse workers in the Northern Territory.
- Contribute legal and casework expertise to law reform, policy and advocacy activities, including the preparation and review of submissions, reports and other materials.
- Provide the Director and Practice Manager with casework information and service data needed for funding reports, grant acquittals and other reporting.
- Build and maintain effective relationships with legal services, unions, community organisations, government agencies and other stakeholders to support referrals and client outcomes.
- Contribute to community legal education, workplace rights education and professional information within NTWWC's areas of practice.
- Represent NTWWC at relevant networks, stakeholder meetings, committees, conferences and community forums, in consultation with the Director.
- Undertake other duties consistent with the classification and responsibilities of the position, as reasonably directed by the Director.

Some travel within the Northern Territory, and occasional interstate travel, may be required.

Selection Criteria

Essential

1. Hold or be eligible to obtain an unrestricted practising certificate in the Northern Territory.

2. A minimum of 4 years post-admission legal experience with substantial experience in employment and discrimination law and litigation. Demonstrated ability to advise on work health and safety and related civil matters within the Centre's service scope.
3. Demonstrated ability to manage complex client matters independently, develop sound legal strategies and provide effective advice and representation before courts, commissions or tribunals.
4. Demonstrated ability to lead and coordinate a small legal team, supervise and mentor less experienced practitioners, and work collaboratively with industrial advocates and other team members.
5. Sound understanding of professional obligations, legal practice risk management and quality assurance, with the ability to maintain effective casework and supervision systems.
6. Strong analytical and critical thinking skills, sound professional judgement, and effective negotiation and advocacy skills.
7. Excellent written, oral and interpersonal communication skills, including the ability to explain complex legal issues clearly and work productively with clients and stakeholders.
8. Strong organisational and administrative skills, computer literacy, and the ability to prioritise competing demands and manage a caseload alongside leadership responsibilities.
9. Demonstrated ability to provide culturally responsive, trauma-informed and client-centred services to women and gender-diverse people from diverse backgrounds, including Aboriginal and Torres Strait Islander communities.
10. Demonstrated commitment to women's rights, gender equality and access to justice, and an understanding of workplace issues affecting women in the Northern Territory.

Desirable

1. Experience designing, delivering and evaluating community legal education or workplace rights education, including public speaking and presentations.
2. A current driver's licence.

How to apply

Please send a CV and written cover letter addressing the selection criteria to NTWWC Director Nicki Petrou at admin@ntwwc.com.au by close of business Friday 30th October 2026.