



Job Title:	Administration Assistant Trainee	Position No:	N73
Department:	Land and Law	Service Area/Section:	Legal Services
Classification Level:	Administration Officer (AS01)		
Reports to:	Legal Secretary (L10)	Direct Reports:	Nil
Special Measures:	Yes – Designated Aboriginal and/ or Torres Strait Islander Position		
Location:	Darwin	Date Approved:	October 2025

POSITION OVERVIEW

This position sits within the Legal Services service area and is funded by the Employment Pathways Program. The role provides day-to-day administrative and operational support to the Legal Services Service area to assist with the routine operations and support.

The successful candidate must be willing to enrol in a Certificate II, III or IV in Business, Legal Services, or another relevant qualification. They should be committed to learning and professional development. Over the course of the traineeship, the position will also report to the Education and Employment Pathways Manager on outcomes related to learning and development.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Provide general administrative support within the Legal Services area, including printing, raising purchase orders, filing, records management, and preparing documents.
- Perform the duties related to the role of a front desk administrator such as distribution and management of incoming/outgoing correspondence as well as the monitoring of appointment/diary schedules including the coordination of travel arrangements as required.
- Actively participate in on-the-job learning by supporting the implementation of projects and initiatives.
- Complete study requirements relevant to the completion of the traineeship qualification.
- Comply with NLC policies and procedures, ensuring high standards of confidentiality, professionalism, and cultural respect are maintained.
- Work collaboratively with professional and administrative staff to meet service delivery needs.
- Actively participate in performance enhancement processes and meet the learning and development requirements of the role.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Ensure your personal health and safety and that of others by following safe work practices and complying with NLC's WHS management system.



POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Completion of Year 10 high school or relevant previous work experience.
- Strong attention to detail and ability to use Microsoft Word, Outlook, and other computer applications.
- Ability to communicate confidently and respectfully with staff, Traditional Owners, constituents, and external stakeholders.
- Strong organisational skills, with the ability to prioritise tasks and meet deadlines.
- Punctuality and commitment to both work and study requirements.
- Ability to handle sensitive information with discretion and maintain confidentiality.

DESIRABLE REQUIREMENTS

- C Class driver's licence.
- Interest in pursuing a career in legal, governance, or related areas

Our Land, Our Sea, Our Life

Date Approved: October 2025