



Australian Government



ABORIGINAL
HOSTELS LIMITED

Vacancy Information

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

We are looking for a motivated and experienced individual to fill the position of Facilities Manager in the National Office. The ideal candidate will have a positive attitude, strong work ethic, patience and respect for the people and hostels they work with.

In the role you will be managing the capital works programs and the repairs and maintenance programs for a number of hostels across Australia. You will assist in the preparation of condition assessments of hostels for development of documentation for public tender processes.

To be successful in the role of a Facilities manager, you will have demonstrated experience in managing property maintenance in a government environment, including assisting in the development of major capital works programs, project management and asset management plans.

Job Reference	VN4425
Classification	APS Level 6
Job Title	Facilities Manager
Employment Type	Ongoing, Full-time (75 hours per fortnight)
Salary	\$94,563.00 – \$105,910.00 per annum
Benefits	<ul style="list-style-type: none">• 15.4% superannuation• Restriction allowance for any on-call responsibilities• Regular salary packaging options for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
Location	Sydney, Brisbane, Adelaide, Darwin, Alice Springs
Contact Officer	John Yu: 0418 107 952

Position Description

1	Lead and manage a small repair and maintenance team, ensuring effective service delivery across all facilities.
2	Over and coordinate all repair and maintenance activities, including preventative maintenance programs; Develop and manage maintenance schedules to optimise efficiency and minimise disruptions.
3	Establish and maintain stakeholder and supplier relationships to identify and minimise risk, and maximise the value from the contract.
4	Ensure all facilities remain safe, functional, and compliant with relevant regulations and standards.
5	Establish and maintain strong relationships with internal and external stakeholders through regular performance monitoring and catch-up meetings.
6	Assist in the preparation of condition assessments of hostels and develop comprehensive testing, inspection and maintenance plans for all hostels based on condition assessments and timetables set out in established contracts.
7	Support the Project Management team by providing technical input and coordinating maintenance-related tasks; Assist in preparing a major capital works program utilising the condition assessment recommendations and prioritise the recommended works.
8	Conduct site visits to hostels as needed to assess facility conditions and support maintenance operations.
9	Perform On-Call for emergency maintenance requests from time to time.
10	Provide guidance and support to other members of the Facilities team and undertake other tasks as directed.
11	Identify opportunities for continuous improvement in facilities management processes.
<p><i>Whilst this duty statement summarises the purpose of the job and lists its key tasks, it is not a definitive list of all the tasks to be undertaken. Tasks can vary at the discretion of the Chief Executive Officer, in consultation with the employee. To deliver services effectively, a degree of flexibility is needed and the employee may be required to perform work not specifically referred to above.</i></p>	

Skills and Experience required

<p>All applicants will be assessed in relation to their ability to perform in accordance with the APS Values and Code of Conduct, the social justice principles of equity and workplace diversity, and occupational health and safety in the workplace.</p> <p>The successful applicant will demonstrate:</p>	
1	In-depth understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples.
2	Demonstrated ability to support outcomes for First Nations peoples and the demonstrated ability to communicate sensitively and effectively with First Nations peoples.
3	<p>Skills and Experience requirements:</p> <ul style="list-style-type: none"> • Proven experience in Property and Facilities management, including overseeing building infrastructure, equipment, and maintenance operations. • Proficiency in Facilities management software and systems for managing, tracking maintenance, asset management, and compliance. • Strong knowledge of safety, fire compliance regulations, and building codes across different jurisdictions nationwide. • Experience in managing small projects, including planning, budgeting, contractor coordination, and execution. • Ability to develop and maintain strong relationships with stakeholders while ensuring service quality and operational efficiency. <p>Ability to monitor costs, manage budgets effectively, and negotiate favorable contracts with contractors and service providers.</p>
4	Ability to plan, prioritise and manage a variety of projects concurrently to achieve results within agreed timeframes, budgets and standards.
5	Well-developed written and oral communication and negotiation skills and ability to foster productive working relationships with a variety of internal and external stakeholders including Executive staff, tradespeople and hostel employees.
Qualifications and Experience	<ul style="list-style-type: none"> • Highly desirable – industry specific tertiary qualifications in Properties and Facilities Management (including engineering and construction). • Minimum two years relevant experience in Property and facilities management

Recruitment Initiatives

This is an **Identified Position** and Indigenous jobseekers are encouraged to apply, as well as non-Indigenous jobseekers with a demonstrated commitment to working with Aboriginal and Torres Strait Islander peoples. The successful applicant will need to demonstrate a knowledge and understanding of Aboriginal and Torres Strait Islander Peoples and display respect and dignity in all their dealings with staff and residents.

Further, the **RecruitAbility** scheme applies to this vacancy. Under the RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position. For more information on the RecruitAbility scheme please follow this link: [APSC Recruitability scheme guide applicants](#).

Eligibility

- Be an Australian Citizen
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain a Working with Children Check in the relevant state
- Hold or obtain relevant qualifications.

How to apply

- Complete the **Application Form** available from our website www.ahl.gov.au/work
- Email your current **Resume** and completed **Application Form** to jobs@ahl.gov.au by 11:59pm AEST on **Sunday 27 April 2025**
- Please include your name and the job reference (VN4425) in the subject of your email.