**Vacancy Information – VN0758518**

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

**Across our network of hostels** (located all across Australia), dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs.

**We are proud** to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. **Working with us** will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

**We're looking for an ICT Administrator (EL1)** who can manage systems, enhance security, and contribute to long-term digital transformation.

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| **Position Title** | EL1 ICT Administrator |
| **Reporting To** | David Prince |
| **Contact** | David Prince - [David.prince@ahl.gov.au](mailto:David.prince@ahl.gov.au) |
| **Closing Date** | 1 June 2025 |

**About the Role**

We are seeking an ICT Administrator to join our small and dedicated team. This is an exciting opportunity to join an organisation and team where you will make genuine and tangible contributions.

Reporting to the Chief Information Officer, the ICT Administrator manages a range of activities to support the implementation of better practice ICT in AHL. This includes:

* Carry out administration and troubleshooting of M365 (Teams, SharePoint, OneDrive, Power Platform, including configuring Conditional Access policies and Entra ID access groups) whilst also maintaining AHL’s digital identity via Active Directory
* Perform system administration, maintenance, optimisation and upgrades of existing systems as required in both Windows Desktop and Windows Server through a virtualised environment using VMWare technologies
* Implement time critical security remediation activities to prevent potential threats. This includes maintaining existing security configurations which are in line with both the internal ICT Security Strategy and Essential 8 guidelines
* Contribute to ICT projects through approved initiatives by learning new technologies and solutions implemented by the ICT team
* Contribute to the development and effectiveness of the ICT team including, but not limited to mentoring of junior engineers and completing written documentation to aid in the support of various technologies used within the environment and aiding non-technical staff within the team.
* Oversee networks (and associated hardware) across 42 sites around Australia, whilst maintaining Information Security and performance efficiency

**Our Ideal Candidate**

We are seeking candidates who are agile, innovative and energised by high-paced work. You would be our ideal candidate if you have 7 years’ experience or more in ICT systems administration. You have a strong understanding of Microsoft, Citrix and networking services. You are proactive, adaptable and thrive in a close-knit team environment.

Our ideal candidate will have a tertiary qualification in IT or progression to the achievement of the qualification. You will have experience in management of ICT environments within the Australian Government, Citrix support and VMWare virtualisation administration.

Our ideal candidate will also have excellent communication and negotiation skills, both written and verbal. You will have a proven ability to work under limited direction in a small busy team to deliver customer service to all skills level of staff.

**Position and Perks**

**Classification**: EL1

**Vacancy Type:** Ongoing; Full-time

**Salary range:** $115,443 - $125,832 per annum

Note: the base salary is the default rate, however salary maintenance for Section 26 transfers, or an above-base pay point (commensurate with the skills and experience) may be considered for the successful candidate. Explore our Enterprise Agreement (2024-2027) [here.](https://www.ahl.gov.au/sites/default/files/2024-05/Approved%20AHL%20Enterprise%20Agreement%202024-2027%20-%20signed_1.pdf)

**Location:** Canberra or Brisbane (with free/low-cost parking options)

**Benefits:**

We offer more than just a job; we provide an opportunity to make a meaningful impact. By joining our team, you'll contribute to AHL’s vision to improve the quality of life and economic opportunity for First Nations people. You'll work alongside passionate colleagues striving for positive social change. Perks include:

As a Public Benevolent Institution (or “Not-For-Profit”), we offer significant benefits through salary packaging, which allows our employees to use pre-tax dollars for expenses like mortgage, rent, and living expenses. This is in addition to the usual salary packaging availability for vehicles and laptops and is not ordinarily available in other APS agencies. Utilising the full $15,900 cap per FBT year (April to March), results in substantial tax savings, increased take-home pay, and greater financial flexibility. Calculate your potential savings by vising either of our providers’ websites:

<https://salpacaus.com.au/pbi-benefit-calculator> <https://www.smartsalary.com.au/calculator>

**Convenient and central office location** with close proximity to bus route; Free all-day parking options close by. Lockers, bike racks and on-site shower/changing facilities; access to annual reimbursement for healthy lifestyle activities and items; regular social club activities;

**Development opportunities** within the team and branch – higher duties are automatically paid after 1 day (no two-week waiting period).

**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](https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability/recruitability-scheme-guide-applicants)](https://www.apsc.gov.au/recruitability-scheme-guide-applicants).

**Eligibility**

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, be in the process of obtaining citizenship.

Successful candidates must satisfy AHL’s pre-employment checks, including a National Criminal History Check, and a Health Declaration and/or a fitness for duty assessment.

Note: a Baseline Security Clearance (or ability to obtain) is preferred. Commencement may proceed without a clearance.

**How to apply**

* Complete the **Application Form** available from our website [www.ahl.gov.au/work](https://www.ahl.gov.au/work)
* Email your current **Resume** and completed **Application Form** to [jobs@ahl.gov.au](mailto:jobs@ahl.gov.au) by 11:59pm AEDT on **Sunday 1 June 2025**
* Please include your name and the job reference (VN0758518) in the subject of your email.