



Australian Government



ABORIGINAL  
HOSTELS LIMITED

## Vacancy Information

### Tennant Creek Secondary Education Hostel, Tennant Creek, NT (Affirmative Measures)

**Information for candidates:** an affirmative measure allows a particular job in the Australian Public Service to be open only to Aboriginal and/or Torres Strait Islander persons. The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the Racial Discrimination Act 1975. **It is open to First Nations candidates only.**

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

**AHL also supports** the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service.

Our **Secondary Education Hostels** are dedicated to providing a Home Away from Home for Indigenous Australians (aged 12-18 years) attending partner schools (grades 7 - 12). Our commitment in our student hostels is to ensure that we provide a fair, honest and culturally respectful environment that values each student and their connection to country.

**As Head of Boarding**, you will be critical in managing and supervising the day to day operations of the hostel to ensure appropriate pastoral care is provided to students. This is an exciting opportunity to contribute to the educational, social and cultural development of young First Nations. You will be a leader for Residential Youth Workers and Hostel Workers, and key contact for students, teachers, parents and stakeholders. You will have prior management experience and be able to manage staff matters as well as difficult student situations and behaviours.

For information about our Canon Boggo Pilot Hostel go to: [Tennant Creek Secondary Education Hostel | Aboriginal Hostels Limited](#)



## Vacancy Details

Job Reference	VN7225
Classification	APS Level 5
Job Title	Head of Boarding
Employment Type	Ongoing, Full-time (75 hours per fortnight)
Salary	\$84,228 - \$91,809 pa plus 15.4% superannuation
Benefits	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Induction training, Corporate Induction; Job Specific Orientation, AHL Child Protection Framework Training, AHL Toolbox Talk Training.</li> <li>• Meals provided when eating with students.</li> <li>• The Head of Boarding is offered onsite accommodation.</li> <li>• Paid Leave during School Holidays - 4 weeks Annual Leave (to be used in school holiday periods only) PLUS, 6-8 weeks paid Close Down leave during school holiday periods. Note: staff may be asked to work up to 2 weeks in total during the school holidays to undertake training, relief work, and hostel preparation for new term or hostel closedown.</li> </ul>
Position Contact	Mark Kelly – 0428 718 632
Closing Date:	11:59PM AEST on 09 June 2025

## Position Description

Customer Service	<ul style="list-style-type: none"> <li>• Ensure that clean, neat and welcoming environment is provided to all students</li> <li>• Work closely with hostel staff to accommodate students' needs</li> <li>• Liaise with internal and external stakeholders to ensure students' needs are attended</li> </ul>
Hostel Operations	<ul style="list-style-type: none"> <li>• Responsible for administrative tasks including RMS, budgeting and hostel expenditure</li> <li>• Provide high quality pastoral care and support to all students</li> <li>• Operate within Budgets and regulatory requirements</li> <li>• Maintain the hostel facility including reporting repair and maintenance requirements and managing contractors</li> <li>• Maintain the hostel vehicles in line with the Vehicle Management Policy</li> <li>• Provide reports and information to the Operations Management Team as requested</li> <li>• Responsible for increasing student numbers in the hotel</li> <li>• Where required, assist with general housekeeping and food preparation duties</li> </ul>
Staff Management	<ul style="list-style-type: none"> <li>• Provide line management, support and leadership to all hostel staff</li> <li>• Ensure that staff are provided with sufficient direction, support and instruction</li> <li>• Coordinate hostel rosters and leave arrangements to ensure effective hostel operation</li> <li>• Oversee performance management and identify training needs for hostel staff.</li> </ul>
Student Services	<ul style="list-style-type: none"> <li>• Identify individual development opportunities for students</li> <li>• Support the overall education of students by liaising with school staff</li> <li>• Promote and safeguard student pastoral care, ensuring National Minimum standards for boarding</li> <li>• Promote and safeguard the safety and welfare of students, adhering to AHL's child protection policy</li> <li>• Ensure all students are approved and maintain eligibility for ABSTUDY or funded by other sources</li> </ul>
Professional Service and Community Engagement	<ul style="list-style-type: none"> <li>• Facilitate productive working relationships with local providers, suppliers and AHL staff</li> <li>• Develop cooperative relationships with Residential Youth Workers and school teachers to ensure continuous improvement in a learning environment</li> <li>• Attend work on time and in accordance with an approved roster (Work Pattern)</li> <li>• Resolve complex issues to ensure a positive, culturally appropriate experience and quality stay.</li> </ul>
Work, Health & Safety (WHS) Property Maintenance	<ul style="list-style-type: none"> <li>• Perform all tasks in a manner which upholds AHL's commitment to the safety of its staff and residents by adhering to relevant Work Health and Safety (WHS) practices;</li> <li>• Promptly report workplace hazards and WHS issues, including injury or illness, to the appropriate manager and/or Health and Safety Representative (HSR);</li> <li>• Report unsafe, hazardous or emergency situations using AHL's Hazard and Incident Reporting Processes;</li> <li>• Appropriately use equipment or substances and report all property maintenance needs</li> <li>• Perform the duties of First Aid Officer and Emergency Warden when on duty.</li> </ul>
<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

The successful applicant will demonstrate:	
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 - Values	<p>Ability to uphold ethical youth worker practices and principles including:</p> <ul style="list-style-type: none"> <li>• Young people as the primary consideration and the duty of care of young people;</li> <li>• Privacy, confidentiality and appropriate boundaries;</li> <li>• Transparency, honesty and integrity;</li> <li>• Awareness of social and cultural contexts;</li> <li>• Cooperation and collaboration; and</li> <li>• Managing self-care needs.</li> </ul>
4 - Skills and Experience	<ul style="list-style-type: none"> <li>• Proven capacity to manage the day-to-day operations of a Secondary Education Hostel, while overseeing support for students within a boarding environment as well as staff and property matters;</li> <li>• Proven capacity to manage the development and delivery of programs for Secondary Education students within a boarding environment;</li> <li>• Knowledge and understanding of engagement, attendance and learning initiatives for Indigenous students, in particular, for students living in a boarding environment away from family and community;</li> <li>• Proven ability to work autonomously and with accountability, demonstrating an in-depth knowledge of how to lead, support and coordinate a diverse team whilst striving for high performance;</li> <li>• A detailed understanding of Work Health and Safety (WHS) practices including Child Protection, and be committed to operational needs; and</li> <li>• Proficient in the Microsoft Office Suite.</li> </ul>
5 - Personal Attributes	<ul style="list-style-type: none"> <li>• Proven integrity, reliability and adaptability; and</li> <li>• A positive, proactive and compassionate attitude.</li> </ul>
Physical Requirements	Incumbents need to be in good physical health. They will be required to walk, lift and carry, work a flexible schedule and must be able to move continuously during working hours.
Essential Qualifications/ Training	<ul style="list-style-type: none"> <li>• First Aid Certificate, Emergency Warden Training and Food Safety Supervisor Certificate (or ability to obtain in the first six months of employment, training is provided by AHL).</li> <li>• Current Driver's Licence.</li> </ul>
Desirable Qualifications/Experience	<ul style="list-style-type: none"> <li>• Relevant qualifications in Education, Social Work, Community Services and/or Boarding Residential Care and/or relevant experience would desirable;</li> <li>• Mental Health First Aid Certificate; and</li> <li>• Bronze Medallion</li> </ul>

## 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 NT (prior to engagement)
- Hold or obtain relevant qualifications.

## How to apply

- Complete the **Application Form** available from our website [www.ahl.gov.au/work](http://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 AEST on **Monday 09 June 2025**.
- Please include your name and the job reference (VN7225) in the subject of your email.