



Australian Government



ABORIGINAL
HOSTELS LIMITED

Vacancy Information – VN6925

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.

AHL is seeking a proactive and experienced Facilities Project Manager to lead the planning, execution, and delivery of key capital works and maintenance projects across a national accommodation services portfolio. The role supports services designed for Aboriginal and Torres Strait Islander people and requires a strong commitment to culturally safe and respectful practices.

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 Project 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.

The successful applicant will have superior project management skills and be highly experienced in strategic and operational facilities and asset management, including: compliance with WHS, security and environmental management requirements and industry standards, asset planning, property management and maintenance, financial management, procurement and contract management.

Job Reference	VN6925
Classification	EL1
Job Title	Facilities Project Manager
Employment Type	Ongoing, Full-time (75 hours per fortnight), Part-time arrangement will also be considered
Salary	\$115,443.00 – \$125,832.00 per annum
Benefits	<ul style="list-style-type: none">• 15.4% superannuation• Restriction allowance for any on-call responsibilities



	<ul style="list-style-type: none"> 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	Perth, Brisbane, Adelaide, Darwin, Alice Springs
Contact Officer	John Yu: 0418 107 952

Position Description

<p>The Facilities Project Manager will assume a pivotal role, directly reporting to the Director of Facilities. Responsibilities include the comprehensive management of a varied portfolio of hostel accommodation, overseeing and coordinating facilities capital works and repairs and maintenance projects.</p>	
Facilities project management	<ul style="list-style-type: none"> • Provide customer focused facilities project and property management services across the AHL property portfolio to support effective and efficient delivery of AHL's accommodation services. • Support the delivery of the AHL Strategic Asset Management Plan. • Manage end-to-end delivery of building and refurbishment projects, including scoping, contractor engagement, on-site supervision, and handover.
Hostel Capital Works	<ul style="list-style-type: none"> • Conduct regular site visits and inspections to ensure projects meet quality, safety, and timeline expectations. • Regular reporting on the project progress. • Maintain project documentation, contribute to strategic planning, and report on project progress and risks.
Deliver quality outcomes	<ul style="list-style-type: none"> • Oversee project portfolios across various states, ensuring consistency in standards and timely delivery. • Support and contribute to a customer focused team culture focused on meeting business and stakeholder needs. • Collaborate with internal Facilities teams, service delivery staff, and leadership to ensure alignment with operational needs and organisational priorities. • Provide occasional after-hours phone support for emergency facility-related issues.
Effective governance and compliance with legislation and policy	<ul style="list-style-type: none"> • Deliver facilities projects and services in line with established governance frameworks and reporting systems, within budget and on-time. • Work collaboratively with AHL's WHS team to ensure compliance with WHS guidelines, policies, and legislation relating to contractors; work permits, job safety analyses; standard working procedures and contractor reporting. • Manage and deliver AHL facilities projects in accordance with the legislative and compliance requirements of each jurisdiction in which the Company operates. • Undertake procurement in accordance with Company financial delegations and procurement policies. • Ensure all work is carried out in a culturally safe manner that respects and incorporates the needs and perspectives of Aboriginal and Torres Strait Islander communities.

Develop and maintain productive relationships with stakeholders	<ul style="list-style-type: none"> • Work in collaboration with internal and external stakeholders to deliver customer focused services that enhance hostel amenity, meet business needs and drive efficiency. • Work with the corporate and operational areas of the business to identify, develop and implement cost effective and resident focused facilities services and improvements. • Manage new and existing service provider contracts to maximise value for money, increase Indigenous supply chains, realise cost efficiencies and contribute to effective service delivery. • Work collaboratively with colleagues to deliver the goals of the team • Build and maintain meaningful relationships by adopting the most appropriate approach to deal with people and situations.
Relationship Building	<ul style="list-style-type: none"> • Foster effective working relationships with contractors, consultants, service providers, and stakeholders from both government and community sectors. • Process Enhancement: Evaluate and improve AHL-specific contract administration processes and procedures for ongoing enhancement.
Other Duties:	<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

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.

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	<p>Skills and Experience requirements:</p> <ul style="list-style-type: none"> • Demonstrated experience in facilities project management, ideally within accommodation or community service environments. • Proven ability to manage multiple, concurrent projects across geographic locations. • Strong communication skills and the ability to engage effectively with a wide range of stakeholders while ensuring service quality and operational efficiency. • Ability to monitor costs, manage budgets effectively, and negotiate favourable contracts with contractors and service providers. • Willingness and ability to travel interstate to conduct site inspections and manage project delivery. • Sound understanding of WHS, building compliance, and contractor management. • Ability to respond calmly and effectively in emergency or high-pressure situations. • A strong understanding of, and commitment to, Aboriginal and Torres Strait Islander cultures, histories, and perspectives.
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 – Relevant tertiary qualifications in Project Management, Construction or a related field. • Relevant working experience in Project Management or Operations field.
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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 15 June 2025**
- Please include your name and the job reference (**VN6925**) in the subject of your email.