**Vacancy Information – VN-0760962**

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| **Position Title** | APS5 People Branch Officer, Recruitment - Affirmative Measures (First Nations) |
| **Reporting To** | APS6 Team Leader, Recruitment and Entry Level Programs |
| **Contact** | [Erryn.taylor@ahl.gov.au](mailto:Erryn.taylor@ahl.gov.au)  Assistant Director, Recruitment and Entry Level Programs |
| **Location** | Various – preference for Canberra, ACT or Adelaide, SA |
| **Closing Date** | Wednesday, 06 August 2025 at 11:59PM AEST |
| **Vacancy Type** | Ongoing, Full Time/Part Time |
| **Salary Range** | $84,228 - $91,809 per annum (3.4% increase in March 2026) |

**About the Role**  
We are seeking a motivated and community minded People Branch Officer to join our small but dedicated team, delivering end-to-end recruitment services across all areas of AHL including working with our Hostels.

This is more than just a job – it’s an opportunity to make a genuine difference to our business which provide culturally safe accommodation nationally for Aboriginal and Torres Strait Islander people. You’ll play a key role in helping shape our workplace during an exciting time of transformation as we move towards a new e-recruitment solution in the coming months.

Reporting primarily to the Recruitment Team Leader, the People Branch Officer will be responsible for coordinating the end-to-end recruitment and on-boarding activities including assessment of vacancies, advertising, selection, candidate tracking, pre-employment checks and monitoring conditions of engagement, and contract preparation–all whilst ensuring a positive candidate experience.

This position is open to Aboriginal and Torres Strait Islander applicants only under an affirmative measure’s recruitment process.

**Our Ideal Candidate**We are seeking candidates with experience in HR and/or Recruitment, preferably in the APS, local government or similar comparable industry context. You’ll be organised, have attention to detail, can manage a wide range of administrative and operational tasks, and you enjoy interacting and working collaboratively with others. A sound understanding of recruitment related legislation, including Public Service Act and merit-based selection principles will be important.

To excel in the role, you'll be a team player and have a strong customer service focus. You will be responsible for prioritising your own workload, making sound judgements and providing accurate recruitment advice to internal and external stakeholders. Most importantly you will bring a commitment to contributing to a fair, inclusive, and culturally safe recruitment experience.

**About AHL**AHL is a not-for-profit Commonwealth company dedicated to providing culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. AHL’s vision is to improve the quality of life and economic opportunities for First Nations people. – since 1973, AHL has been committed to improving the quality of life and economic opportunities for First Nations people through a national network of over 40 hostels across Australia.

**Benefits**

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

**Convenient and central office locations:** Whilst our head office is located in Phillip, ACT we are open to applicants based in Adelaide, SA or other locations with flexible working arrangements available, including an ability to work at an onsite premises where available at one of our hostels.

Both ACT and SA locations with proximity to bus route; Free all-day parking options available. 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 may be available where you meet the criteria, with staff being eligible to be paid higher duties after 1 day.

**No security clearance required** (though a National Criminal History Check will be undertaken). Immediate start available.

**Regional allowance maybe available for those working in remote locations.**

**Key Responsibilities**

**Under general direction, the APS5 People Branch Officer, Recruitment (Affirmative Measures) will:**

* Provide timely, accurate, and culturally responsive recruitment advice and support across the Company, including corporate areas and regional hostels.
* Coordinate end-to-end recruitment processes for a wide range of vacancies, including:
  + Conducting pre-recruitment consultations with business areas to understand workforce needs and promote inclusive hiring practices
  + Advising on appropriate recruitment strategies, including affirmative measures, merit pools, expressions of interest, or targeted outreach
  + Drafting and publishing job advertisements to attract diverse talent
  + Managing applications, supporting selection panels, and preparing shortlisting and selection documentation
  + Coordinating provider contracts for recruitment support such as scribing services
* Participate on recruitment panels, providing insights to help ensure fair and culturally informed assessments of candidates as required.
* Support onboarding processes, including the coordination and processing of pre-employment checks (e.g. police checks, working rights, health assessments), ensuring these are communicated in a respectful way.
* Prepare and maintain personnel files for new employees, ensuring accurate and timely handover to the payroll team.
* Draft and issue employment documentation, including letters of offer, extensions, variations, promotions, and reassignment notices.
* Apply sound knowledge of the Public Service Act, APS employment conditions, and relevant recruitment policy and legislation, with a focus on equity, inclusion, and compliance.
* Conduct quality assurance checks and support consistency across team outputs, including reviewing work from colleagues as needed.
* Respond to a wide range of candidate and stakeholder queries via shared inboxes and telephone, offering a respectful, and supportive experience.
* Build and maintain strong, relationships with internal and external stakeholders, including Aboriginal and Torres Strait Islander communities and organisations, to help meet recruitment needs and strengthen trust.
* Contribute to continuous improvement of recruitment processes including streamlining systems and updating documentation.
* Prepare reports and updates on recruitment activities and support the team in meeting internal and external reporting obligations.

**Key Capabilities**

The successful applicant will possess:

* An in-depth understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples
* Demonstrated ability to support outcomes for First Nations peoples and the demonstrated ability to communicate sensitively and effectively with First Nations peoples
* Demonstrated experience in APS-based recruitment, including in-depth knowledge of the *Australian Public Service Act 1999*, Public Service Regulations and Commissioner’s Directions, or the ability to quickly attain a sound level of understanding in this area.
* Excellent written and verbal communication skills.
* Excellent organisational skills including the ability to prioritise and complete work independently.
* Strong administrative skills, and relevant experience with various systems and software (e.g., proficiency in Outlook, Word and Excel, and any Human Resource Management Information System/s).

**Recruitment Initiatives**

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. For more information on Affirmative Measures, please see link: [APSC | Affirmative Measure recruitment](https://www.apsc.gov.au/working-aps/diversity-and-inclusion/aboriginal-and-torres-strait-islander-workforce/affirmative-measure-recruiting-aboriginal-and-torres-strait-islander-australians-guide-applicants)

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 see 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**

To be eligible to apply, applicants must be Australian Citizens or have already lodged an application for Australian Citizenship.

Successful applicants will be required to:

* Be of Aboriginal and/or Torres Strait Islander descent; and
* accepted by their community as being Aboriginal and/or Torres Strait Islander.
* to demonstrate eligibility for employment under this affirmative measure, applicants are required to provide evidence that they are an Aboriginal and/or Torres Strait Islander person.
* provide an Australian Citizenship document (e.g. birth certificate or passport)
* undergo a Satisfactory National Criminal History Check, and
* meet the Fitness for Duty requirements.

*For new APS employees, a six-month probationary period will apply.*

**How to apply**

* Complete the **Application Form** available on our website [www.ahl.gov.au/work](https://www.ahl.gov.au/work)
* Email your current **Resume** and completed **Application Form** directly to[Jobs@ahl.gov.au](mailto:Jobs@ahl.gov.au) before **11:59pm AEST on** **Wednesday 06 August 2025.**
* Include your name and the job reference (APS5 People Branch Officer - VN-0760962) in the subject of your email.