



Position Description

Position Title	Chief People Officer (Senior Executive Service Band 1) – Affirmative Measures
Location	Various (Preference for Capital Cities – all other locations considered)
Reporting To	Chief Executive Officer

About the Role

As the Chief People Officer (CPO) of Aboriginal Hostels Limited (AHL), you will be at the forefront of building contemporary human resources practices, driving strategies that empower our workforce and build a culture of excellence. This is a unique opportunity to lead a transformative change across all facets of our People Branch, including workforce planning, recruitment, capability development and industrial relations. You will champion culture, diversity, equity, and inclusion, with a particular focus on attracting and supporting First Nations employees through affirmative measures and other initiatives for positive and comprehensive employee life cycle experience.

Join our executive leadership team and make a meaningful impact by fostering an agile, inclusive, and high performing workplace that delivers exceptional outcomes for the First Nations community. For more details see [Attachment A](#).

About Aboriginal Hostels Limited (AHL)

Aboriginal Hostels Limited (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. 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. We recognise our responsibility to support some of Australia's most vulnerable people and aim to reflect this commitment in our workforce by ensuring we do not represent the behaviours of those who might contribute to systemic disadvantage. Join us in making a meaningful impact and supporting our mission to enhance the lives of First Nations communities.

Why Join Us?

At AHL we offer a dynamic environment where your leadership will directly influence organisational success and employee satisfaction. We are committed to supporting our people, and have a strong focus on diversity and wellbeing. By joining us, you will play a pivotal role in shaping policies and practices that make a tangible difference to the Australian and First Nations communities while gaining broad exposure to working in a unique APS corporate entity work environment.

About You

We are seeking a dynamic and visionary leader who thrives on driving positive change, building a positive workplace culture and inspiring others. You will have a deep understanding of contemporary human resources practices and the ability to lead with empathy, integrity, and strategic foresight. Your passion for creating inclusive workplaces and fostering cultural safety, particularly for First Nations employees and our residents, will set you apart. As a skilled communicator and collaborator, you will excel at building strong relationships and navigating complex challenges that span across national borders. Your experience in workforce planning, industrial relations, and policy development will enable you to shape our people strategy and enable AHL to deliver impactful outcomes.

Key Responsibilities

1. **Strategic Leadership:**
 - Develop and implement innovative people strategies that align with AHL goals and APS priorities.
 - Provide expert advice to the executive, Chief Executive Officer and the Board on workforce and cultural matters.
2. **Workplace Culture and Engagement:**
 - Champion diversity, equity, and inclusion initiatives to create a culturally safe and inclusive environment.
 - Drive employee engagement strategies to enhance workforce satisfaction and retention.
 - Lead strategies to attract, support, and retain First Nations employees, incorporating affirmative measures where appropriate.
3. **Workforce Planning and Talent Management:**
 - Lead strategic workforce planning to ensure AHL's workforce capability meets current and future demands.
 - Oversee recruitment, onboarding, and talent management frameworks, ensuring compliance with APS merit-based principles and the integration of culturally appropriate practices.
4. **Workplace Relations and Performance Management:**
 - Oversee industrial relations matters, including enterprise bargaining and management of disputes.
 - Develop and implement performance management frameworks that support a culture of continuous improvement.
5. **Policy Development and Compliance:**
 - Ensure compliance with APS legislation, policies, and guidelines, including *the Public Service Act 1999* and the *Fair Work Act 2009*.
 - Oversee the development and implementation of HR policies and procedures.
6. **Work Health and Safety (WHS):**
 - Lead the implementation of WHS strategies to ensure a safe working environment for all employees.
 - Oversee incident reporting and risk management processes related to employee safety and wellbeing.
7. **Capability Development:**
 - Drive learning and development initiatives to build workforce capability and leadership skills. Champion continuous improvement to support a resilient workforce culture.
 - Support succession planning to ensure long-term sustainability of key roles.
8. **Stakeholder Engagement:**
 - Build and maintain relationships with internal and external stakeholders, including APS agencies and external service providers.
 - Represent the organisation in external forums, negotiations, and committees as required.

Key Capabilities and Selection Criteria

In accordance with the APS Integrated Leadership System (ILS) for an SES Band 1 employee and the APS Secretaries Charter for Performance (DRIVE):

1. Shape Strategic Thinking
 - Leading the development, implementation, and ongoing review of AHL's Human Resources and WHS strategies, policies, and frameworks.

2. Operational Oversight:
 - Ensuring efficient and effective delivery of all HR services (recruitment, talent management, performance management, remuneration) and WHS functions management, injury prevention, rehabilitation, compliance).
3. Expert Advice:
 - Providing expert, authoritative, and timely advice to the Executive on all aspects of people management, industrial relations, and WHS obligations and incidents.
4. Stakeholder Engagement:
 - Building and maintaining strong, collaborative relationships with internal stakeholders and external partners, including the Australian Public Service Commission (APSC), NIAA and Comcare.
5. Compliance and Risk Management:
 - Ensuring AHL meets all legislative and regulatory requirements under the *Public Service Act 1999*, *Work Health and Safety Act 2011*, *Safety, Rehabilitation and Compensation Act 1988*, and related legislation.
6. Cultural Leadership:
 - Championing a positive, inclusive workplace culture that prioritises cultural awareness, safety, integrity, respect, and high performance.
7. Leading Change:
 - Actively driving change initiatives within the HR/WHS portfolio using the DRIVE principles (Dynamic, Respectful, Integrity, Value, Empower) to foster awareness, desire, knowledge, ability, and reinforcement across AHL.

Eligibility, Qualifications and Experience

- **Essential:**
 - Australian Citizenship
 - Ability to obtain and negative vetting level 1 security clearance.
 - Significant professional experience working in a human resources or related environment, including senior leadership roles within the public sector or a comparable environment.
- **Desirable:**
 - Qualifications in human resources or a related field (highly desirable).
 - AHRI membership and/or certification (highly desirable).

How to Apply

Please submit your CV and statement (no more than two (2) pages) outlining your alignment to the role and eligibility under Affirmative Measures – First Nations to eva.kirby@ahl.gov.au.

For confidential discussion about the role, please contact Shane Hamilton on 02 6212 2050 or shane.hamilton@ahl.gov.au.

This role is open under the RecruitAbility scheme. Applicants with a disability who opt in and meet the minimum requirements will progress to the next assessment stage supporting fair and inclusive recruitment. We encourage eligible candidates to participate and request any adjustments they may need.