



## Vacancy Information – VN-0766539

<b>Position Title</b>	APS5 Project Officer
<b>Reporting To</b>	Director, Frontline Services, South Central Australia (Alice Springs) Regional office
<b>Contact</b>	Marni Lowe on 0408 069 570
<b>Closing Date</b>	Monday 09 February 2026

### 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.

### Position and Perks

Classification: APS Level 5

Vacancy Type: Ongoing

Salary range: APS5 - \$84,228 - \$91,809 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.pdf](#).

Location: Alice Springs, NT

#### 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 visiting either of our providers' websites:

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

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

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

## Position Description

### Duties and Responsibilities. Under broad direction from the Director Frontline Services:

1	Support the Operations Management Team to ensure the effective service delivery of safe, affordable and culturally appropriate services across the region in line with AHL's strategic direction, P.R.O.U.D Values, APS Values and Code of Conduct.
2	Assist with the completion of the region's financial, banking and payroll processing being carried out within AHL's required timeframes, standards, policies and procedures.
3	Participate and coordinate in HR related matters including staff recruitment activities, performance management and probationary processes across the region.
4	Preparation of travel and accommodation documentation.
5	Provide routine advice and correspondence internally or externally within the region, respond to enquiries from shared mailboxes and file documents appropriately.
6	Support the Operations Management Team in achieving occupancy outcomes throughout the region.
7	Other duties as directed.

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.

## 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. Successful candidates will demonstrate:

<b>1</b>	In-depth understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples.
<b>2</b>	Demonstrated ability to support outcomes for First Nations peoples and the demonstrated ability to communicate sensitively and effectively with First Nations peoples.
<b>3</b>	Ability to work independently, set priorities and complete tasks within set timeframes.
<b>4</b>	Experience in, or the capacity to obtain knowledge in the following areas: <ul style="list-style-type: none"> <li>• APS/AHL HR practices including recruitment and performance management;</li> <li>• Purchasing, staff travel and accommodation; and</li> <li>• Staff leave and time-sheet processes.</li> </ul>
<b>5</b>	Excellent communication skills and the ability to foster productive working relationships with a variety of stakeholders whilst upholding AHL's P.R.O.U.D Values.
<b>6</b>	Well-developed conceptual, analytical and problem-solving skills, together with strong attention to detail and drive for continuous improvement.
<b>7</b>	Strong administrative skills and computer literacy. Readiness to grasp new processes and systems quickly.
<b>8</b>	Current Driver Licence.

## Recruitment Initiatives

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 NT Working with Children Check prior to engagement.
- Hold a valid Driver Licence.
- 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 February 2026**.
- Please include your name and the job reference **(VN-0766539)** in the subject of your email.