



## Position Description

<b>Position Title</b>	Assistant Director, Workforce Planning and Analytics (Executive Level 1)
<b>Location</b>	Various (Preference for Canberra – other locations considered)
<b>Reporting To</b>	Director, People Systems and Reporting
<b>Employment Type</b>	Ongoing, Full-time (75 hours per fortnight)
<b>Salary</b>	\$121,755.00 – \$132,713 per annum
<b>Contact Officer</b>	Sarah Hartnell on 0459 232 239 or through <a href="mailto:sarah.hartnell@ahl.gov.au">sarah.hartnell@ahl.gov.au</a>

### About the Role

Are you passionate about leveraging data to enhance the employee experience and drive strategic workforce decisions? We are seeking a dynamic and strategic leader to join us at Aboriginal Hostels Limited (AHL) as the Assistant Director, Workforce Planning and Analytics. AHL is expanding our business model with the aim of developing into an emerging leader for best practice HR.

As the Assistant Director, Workforce Planning and Analytics, you will spearhead the work within our team to deliver top-notch workforce analysis, interpretation, and reporting that drives our organisational goals. We are expanding our expertise in this area, offering you a fantastic opportunity to take ownership of building new systems and significantly influence our business's growth. You'll be the face of workforce analytics across the company, engaging with all levels of seniority, and ensuring our analytics are not just useful, but indispensable. You will lead the provision of high-quality analytics on a macro level, gathering, processing, and interpreting data to provide valuable insights into the current employment experience within our company. You will create repeatable, scalable workforce analytics assets that shape and inform our strategic workforce decisions. For more information, please see [Attachment A](#).

### About Aboriginal Hostels Limited (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. 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. Join us in making a meaningful impact and supporting our mission to enhance the lives of First Nations communities.

### Why Join Us?

This is an opportunity to contribute to meaningful work with real impact on AHL's people, systems and governance. You will join a collaborative, outcomes-focused environment that values probity and integrity, problem solving, and continuous improvement. The role offers a unique opportunity to shape and influence superannuation compliance and policy at a Company level, working closely with senior leadership and external partners. We foster a supportive working environment, with a strong commitment to professional growth, inclusion, and public service values.



## About You

We're seeking someone with a proven track record in workforce analytics, data management, workforce planning and leadership. You should be a strategic thinker with exceptional problem-solving skills, outstanding communication and stakeholder management abilities, and a keen understanding of legislative requirements, industry trends, and best practices in workforce planning and analytics.

## Identified Position

This position has direct engagement with Aboriginal and/or Torres Strait Islander peoples, communities and service providers, or is involved in impacting innovates for AHL. You will require a high level of cultural competency, including:

- demonstrated understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples,
- demonstrated high level ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples, and
- demonstrated high level capability and commitment to continue to develop cultural competency.

## Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At AHL to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

## How to Apply

Submit your application through to [jobs@ahl.gov.au](mailto:jobs@ahl.gov.au) by **11:59pm AEST on Monday, 27 April 2026**

As part of your application you will need to provide:

- Your resume (maximum three pages)
- A 'one page pitch' telling us how your skills, knowledge, experience and qualifications make you the best person for the job and to perform at the relevant classification level.

You may also refer to the APSC resource [Cracking the Code](#) for further guidance and assistance on applying for jobs in the Australian Public Service.

## Attachment A – Key Responsibilities and Capabilities

### Key Responsibilities

In line with EL1 work level standards, this role will:

- Lead the workforce planning and analytics function, fostering ongoing improvement.
- Mentor staff and cultivate a positive, high-performing team culture.
- Work across the business to provide workforce data to better inform decision making.
- Maintain and contribute to ongoing improvement of standards for workforce data management to ensure quality and compliance with privacy and other legislative standards.
- Manage workforce data requests and provide advice on ministerial, parliamentary, AHL Board, internal governance committees and AHL Executive matters.
- Lead the design and implementation of robust workforce planning tools using advanced Excel to support strategic and operational decision making.
- Conduct root cause analysis on recurring data issues and implement preventative controls.
- Lead the design and implementation of the AHL Workforce Plan, collaborating with stakeholders across the business to inform robust workforce solutions.
- Actively engage as a member of various strategic and executive level organisational committees pertaining to workforce planning and analytics.
- Lead the implementation, monitoring and evaluation of the AHL census action plan including development of strategies to address concerns within the results.
- Lead the work on the APS Census including increasing participation and accessibility for staff.
- Develop and maintain relationships with internal and external stakeholders utilising Commonwealth Government forums where best practice in Workforce Planning and Analytics can be derived and leveraging off.

### Key Capabilities

- Demonstrated experience in Workforce Planning and Workforce Analytics.
- Strong understanding of reporting compliance frameworks in a workforce planning and the workforce analytics function.
- Proven ability to lead a small, specialised team to deliver results under tight deadlines.
- Demonstrated skills in building relationships across sections, branches and external stakeholders to influence workforce planning and analytical outcomes.
- Demonstrated ability to create workforce insights through thorough and robust workforce reporting.
- Demonstrated ability to lead the establishment function within an Human Resource Management Information System (HRMIS).
- Sound decision making and professional judgement in complex or sensitive situations.
- Excellent communication skills with the ability to articulate complex issues into clear advice for senior stakeholders. Ability to provide simple understandable communication for a diverse range of stakeholders including those who come from First Nations and/or non-English speaking backgrounds.

### Qualifications and Experience

- **Essential:**
  - At least 3 years of Human Resources (HR) experience working in or specialising in Workforce Planning and Workforce Analytics or similar field.
- **Desirable:**
  - Qualifications in Human Resources, or a related field.
  - Experience in workforce planning and workforce reporting within the APS or a comparable organisation.