



Vacancy Information

Position Title	APS6 Team Leader, Recruitment and Entry Level Programs
Reporting To	Assistant Director, Recruitment and Entry Level Programs
Contact	Erryn Taylor - erryn.taylor@ahl.gov.au

About the Role

The APS6 Team Leader, Recruitment and Entry Level Programs helps lead Aboriginal Hostels Limited (AHL) end-to-end recruitment functions across a national network of hostels and corporate office. This role supervises a small team and provides high-level advice to executives, managers and selection panels on APS recruitment legislation, policy and best practice.

The role is responsible for ensuring recruitment processes are timely, merit-based and culturally appropriate, while supporting operational workforce needs across metropolitan, regional and remote locations. Given the operational nature of AHL's services, recruitment activity is closely linked to business continuity, requiring the ability to balance legislative compliance with practical workforce needs. Working collaboratively with stakeholders across Operations; People Branch and senior leadership to ensure recruitment approaches are aligned to organisational priorities and workforce requirements.

This role will contribute to the design and implementation of newly created entry-level programs to support long-term workforce capability needs. This includes identifying approaches and developing pathway opportunities to improve accessibility and participation for First Nations peoples.

The APS6 Team Leader will also support the continuous improvement of recruitment systems and processes, including implementation and optimisation of Aurion eRecruit. The role contributes to process improvements and initiatives that strengthen recruitment outcomes across the organisation.

Our Ideal Candidate

Our ideal candidate is an experienced recruitment professional who enjoys working in a small agency and in a fast-paced environment who takes pride in delivering high-quality, practical advice. They are confident interpreting APS legislation and applying merit principles in a way that is both compliant and workable for operational areas.

A strong team leader who enjoys developing others and building capability through coaching, guidance and clear processes. They are comfortable managing competing priorities and can adapt quickly when workforce needs change.

The successful candidate will be confident working with stakeholders across different levels of the organisation, including executives, managers and staff located across metropolitan, regional and remote locations. They will be able to communicate clearly and provide advice that supports timely and defensible decision making.



They will demonstrate sound judgement and the ability to identify opportunities to improve recruitment processes, systems and candidate experience. They will be comfortable developing guidance materials, templates and tools that support consistent recruitment practices across the organisation.

An understanding of the challenges and barriers that may impact candidates in regional or remote communities is important. The ideal candidate will demonstrate a genuine commitment to supporting employment outcomes for First Nations peoples and contributing to culturally appropriate recruitment practices.

Experience in bulk recruitment, entry level programs or implementation of eRecruitment systems such as Aurion will be highly regarded.

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: APS6

Vacancy Type: Ongoing, Non-Ongoing; Full-time/Part-Time

Salary range: APS6 - \$99,734 - \$111,701

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) [here](#).

Location: Ngunnawal Country (Phillip, ACT)

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.

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

Convenient and central office location (In Phillip, ACT) with close proximity to bus route; Free all-day parking options close by. Lockers, bike racks and on-site shower/changing facilities; regular social club activities;

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).

Key Responsibilities

Under broad direction, the EL1 Assistant Director, Capability will:

- Lead and manage the day-to-day operations of the Recruitment team, including workflow allocation, quality assurance and prioritisation of recruitment activities
- Provide coaching, training and capability uplift to team members, including development of recruitment knowledge and APS legislative understanding
- Support performance management, professional development and continuous improvement within the team and build a collaborative, supportive and high-performing team environment
- Manage end-to-end recruitment processes across multiple APS/EL roles, ensuring compliance with APS legislation, merit principles and AHL policy
- Provide strategic and operational recruitment advice to hiring managers and executives across a geographically dispersed network of hostels including workforce planning, job design, panel processes and merit requirements
- Engage respectfully and effectively with First Nations stakeholders and communities
- Oversee shortlisting, interview processes, selection documentation and delegate approvals
- Build strong working relationships with internal stakeholders such as Operations Managers, Hostel Managers, Executive and external stakeholders
- Deliver recruitment and system training and workshops to the organisation
- Contribute to reporting requirements for senior leadership on recruitment activity, workforce risks, data insights and priorities
- Contribute to implementation and optimisation of Aurion eRecruit and recruitment systems
- Develop and maintain recruitment SOPs, templates, guidance materials and tools to improve consistency and efficiency
- Support continuous improvement initiatives to strengthen recruitment capability across the organisation
- Identify process improvement opportunities to enhance candidate experience and reduce time-to-fill and support continuous improvement initiatives to strengthen recruitment capability across the organisation
- Support culturally appropriate recruitment practices that align with AHL's purpose and values

Key Capabilities

In line with the APS6 work level standards, the successful applicant will:

- Strong knowledge of APS recruitment legislation, frameworks and merit-based selection processes
- Demonstrated experience managing end-to-end recruitment processes in a complex environment
- Proven ability to lead, coach and develop staff at different levels
- Ability to articulate clear, practical and precise advice to a variety of stakeholders
- Experience developing or improving recruitment processes, templates or systems
- Strong written communication skills, including preparation of selection documentation and guidance materials

Desirable:

- Experience implementing eRecruitment systems such as Aurion
- Relevant qualifications in Human Resources or related discipline

Recruitment Initiatives

This is an Identified Position as it requires an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people, and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

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

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:

- 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

Submit your application through to jobs@ahl.gov.au by 11:59pm AEST on **Monday 8 June 2026**.

As part of your application, you will need to provide:

- Your resume (maximum three pages)
- A one-page pitch (up to 750 words) detailing how your skills, knowledge, experience and qualifications make you the best candidate for the job and to perform the relevant classification level.

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