



## Position Description

<b>Vacancy Number:</b>	VN-0769985
<b>Position Title:</b>	Communication Officer (APS Level 5 / APS Level 6)
<b>Location</b>	Canberra ACT, Brisbane QLD or Perth WA
<b>Employment Type</b>	Ongoing or Non-ongoing Full-time (75 hours per fortnight) Non-ongoing positions may be offered, up until 22 December 2027.
<b>Salary</b>	APS Level 5 – salary range \$88,834 to \$96,829 per annum APS Level 6 – salary range \$99,734 to \$111,701 per annum
<b>Contact Officer</b>	Alycia Knee 02 6212 2030 or <a href="mailto:alycia.knee@ahl.gov.au">alycia.knee@ahl.gov.au</a>

### About the role

As Aboriginal Hostels Limited's (AHL) Communication Officer, you will assist with the development and implementation of AHL's First Nations led, culturally safe, impact-focused communications, media and marketing program. This includes building awareness of our brand through external-facing platforms and community engagement activities to support AHL's strategic objectives and promote our service offering to residents and stakeholders. You will also support internal engagement through AHL's recently implemented SharePoint intranet. A complete list of the duties and capabilities are outlined at [Attachment A](#).

### 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. 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.

### Why join us?

This is an opportunity to contribute to meaningful work that has a real impact on how AHL connects with people, communities and stakeholders across Australia. You will join a collaborative, outcomes-focused environment that values clear communication, creativity, and continuous improvement.

The role offers a unique opportunity to shape and influence how AHL shares its story – supporting engagement, building trust, and promoting the services we provide to First Nations people. You will work closely with internal teams and stakeholders to deliver communications that are First Nations led, culturally safe, and impact focused.

We foster a supportive and flexible working environment, with a strong commitment to professional growth, inclusion, and APS values.

## About you

We are seeking an experienced and creative communications professional to join a small, collaborative team supporting the next phase of AHL's communication journey. The ideal candidate will bring strong experience in content development, events coordination and stakeholder engagement, with the ability to deliver high-quality communication products across a range of channels.

As a Communication Officer, you will have demonstrated experience developing clear, engaging and visually compelling written and digital content tailored to diverse audiences and designed to achieve meaningful communication impact. Experience communicating effectively and respectfully with First Nations peoples, or demonstrated capability to engage safely and inclusively with diverse audiences, is essential to success in this role.

Our team is geographically dispersed across Australia, and you will be required to work with a high degree of autonomy, exercising initiative and sound judgement in developing content ideas, design approaches and communication solutions. You will bring fresh thinking and creativity while ensuring alignment with AHL's communication strategy, brand, and style.

Strong interpersonal and communication skills are essential, along with a warm, professional approach, and the ability to build and maintain effective working relationships with internal stakeholders and external partners.

This position has direct engagement with First Nations people, communities and service providers, and is involved in impacting initiatives for AHL. You will require a high level of cultural competency, including:

- demonstrated understanding of the issues affecting First Nations people
- demonstrated high level ability to communicate in a culturally safe way with First Nations people
- demonstrated high level capability and commitment to continue to develop your own 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. First Nations people are encouraged to apply.

## How to Apply

Submit your application to [jobs@ahl.gov.au](mailto:jobs@ahl.gov.au) by **11:59pm AEST on Sunday 14 June**

**2026.**

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

1. Your resume
2. Communications response pack, including:
  - A written pitch (maximum 500 words) outlining why you are suited to the role and how your skills and experience align with the position description and relevant APS5/APS6 capabilities
  - One example of communication material you have developed, including a brief explanation of its purpose and intended communication impact (e.g. newsletter, social media post, event invitation, intranet article, campaign material or media content).

This is an opportunity to demonstrate your writing style, communication skills, creativity, organisation and attention to detail.

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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.



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## Attachment A – Key Responsibilities and Capabilities

The APS6 role includes all APS5 responsibilities, undertaken with greater autonomy and with additional responsibilities for coordination, quality assurance and strategic advisory work.

Key Responsibilities	APS5	APS6
Communication Strategy and Delivery	Support the development and delivery of communication products, campaigns and activities aligned with organisational priorities and communication objectives. Develop and publish content across communication channels, including intranet, website, digital platforms and social media.	Lead and coordinate communication initiatives and campaigns, ensuring alignment with AHL’s strategic priorities, governance requirements and organisational objectives. Provide strategic communication advice on messaging, audience engagement and communication approaches.
Content Development and Corporate Communications	Research, write and edit communication materials for internal and external audiences, including newsletters, fact sheets, speeches, presentations and promotional materials. Support the preparation and production of corporate publications, including contributing to Annual Reports, Corporate Plans and media releases. Provide editorial, proofreading and content review support to ensure communication materials are accurate, consistent and aligned with AHL’s branding, style and accessibility requirements.	Coordinate the development of complex or high-profile communication materials for executive, ministerial and external audiences. Review and quality assure communication products to ensure strategic alignment, accuracy and consistency.
Digital Communications and Media Support	Develop engaging digital and social media content to support organisational visibility and engagement. Assist with media monitoring and responding to communication enquiries.	Monitor and evaluate digital communication performance and engagement outcomes to support continuous improvement. Provide advice on reputational issues, emerging communication risks and media considerations.
Stakeholder Engagement and Collaboration	Liaise and collaborate with internal staff, stakeholders, suppliers and service providers to support communication activities and projects. Support the coordination of events, campaigns and engagement activities.	Build and maintain productive stakeholder relationships across business areas and external environments. Represent the communication team in projects, working groups and stakeholder forums.
Team Contribution and Professional Standards	Contribute positively to team planning, continuous improvement and organisational objectives. Ensure communication materials comply with branding, accessibility and protocol requirements.	Provide guidance, mentoring and quality assurance support to team members as required. Contribute to communication planning, governance, reporting and continuous improvement initiatives.

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The APS6 role requires all APS5 capabilities, demonstrated with greater depth, independence and judgement.

Capabilities	APS5	APS6
Communication and Content Development	Demonstrated written and verbal communication skills, including the ability to prepare clear, accurate and audience-appropriate communication materials. Strong attention to detail and ability to maintain quality standards in writing, branding and presentation.	Highly developed communication skills, including the ability to provide strategic communication advice and translate complex information into effective messaging. Ability to review and quality assure communication materials for strategic alignment and consistency.
Communication Delivery and Digital Capability	Experience supporting communication projects, campaigns and digital communication activities. Experience using social media platforms, content management systems and SharePoint/Intranet environments.	Demonstrated ability to lead or coordinate communication projects and activities with autonomy and accountability. Experience evaluating communication effectiveness and identifying improvement opportunities.
Stakeholder Engagement and Collaboration	Well-developed interpersonal skills and ability to work collaboratively with internal and external stakeholders.	Ability to build productive relationships, influence stakeholders and provide trusted communication advice across various environments.
Organisation, Judgement and Delivery	Strong organisational and time management skills, including the ability to manage competing priorities and meet deadlines.	Demonstrated judgement, initiative and problem-solving skills, including the ability to manage sensitive issues and competing priorities in a dynamic environment.
Cultural Capability	Understanding of First Nations cultures, perspectives and issues affecting First Nations peoples, with the ability to communicate respectfully and inclusively.	Understanding of First Nations cultures, perspectives and issues affecting First Nations peoples, with the ability to communicate respectfully and inclusively. Ability to apply cultural awareness and inclusive communication practices when providing advice, developing communication approaches and engaging with stakeholders.
Qualifications and Experience	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• At least 2 years of experience working in communications, marketing, digital content or similar field.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in marketing, communications or public relations will be highly regarded</li> <li>• Experience in First Nations communications or working with Aboriginal and Torres Strait Islander communities</li> <li>• Experience with SharePoint.</li> </ul>	