



Vacancy Information

Position Title	APS6 Senior WHS Advisor
Location	Preference for Canberra – other locations considered
Contact	Pen Hucker, Director People Safety and Capability Phone: 0419 069 710 Email: Penelope.hucker@ahl.gov.au

About the Role

As a Senior Work Health and Safety (WHS) Advisor for Aboriginal Hostels Limited (AHL), within the People Capability and Safety Section, you will play a vital role in ensuring the health and safety of AHL staff, visitors, residents and clients. You will assist in managing key safety contracts, support inspections and audits, and contribute to initiatives that keep our facilities and worksites safe and compliant with Federal and State/Territory WHS legislation.

This role is for someone who is an experienced WHS practitioner and who is passionate about improving organisational safety culture. You will work closely with frontline managers to implement practical safety measures, conduct compliance checks, and provide essential operational WHS support. Your impartial and objective approach will help maintain the integrity of AHL while supporting a proactive safety culture. You will also empower staff through assisting with targeted training and build partnerships with contractors to embed WHS requirements in low to medium level contracts, including service agreements.

This role requires participation in the on-call roster for WHS emergency cover. Travel to locations across AHL's hostel network will be required.

This is a great opportunity to join a team that is passionate about supporting safe and compliant workplaces, improving workplace wellbeing and making a difference across AHL.

Our Ideal Candidate

Our ideal candidate has demonstrated experience in operational WHS including knowledge of Federal and State/Territory WHS legislative frameworks, hazard and incident reporting and management, WHS incident investigation, delivering WHS training and providing WHS technical advice. You enjoy working in a collaborative environment and bring a professional, collaborative and practical approach to work.

You will have strong communication and organisational skills, with the ability to build relationships with a diverse range of stakeholders. You are comfortable managing competing priorities, maintaining confidentiality and display sound judgement and impartiality. You are adaptable, proactive and able to work with limited direction while contributing positively to team outcomes. Most importantly, you will take pride in meaningful work that makes a genuine difference to employees across AHL.



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; Full-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 to First Nations people. 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 direction of the Director People Safety and Capability, you will:

- Provide technical advice and operational support for AHL's hazard and incident reporting, including registering hazard and incident reports, undertaking approved incident investigations, and making recommendations on corrective actions, within established policy frameworks.
- Ensure incidents are appropriately escalated for management and monitor the progress of remediation and closure of incidents.

- Manage small to medium WHS contracts and projects, such as fire safety inspections and safety equipment servicing, and partner with AHL's Facilities team for enhanced support on larger scale works programs.
- Conduct and support safety checks, WHS audits, and WHS inspections in line with established procedures and legislative requirements, including preparation of post-visit reports and Risk Action Plans for AHL's sites, and ensure that detailed and accurate WHS records are kept.
- Record, track, and report on safety equipment maintenance such as defibrillators, extinguishers, electrical equipment (test and tag), and alarms etc.
- Provide support to AHL's sites in ensuring that chemical safety sheets are maintained, appropriately displayed and/or available in accordance with legislative requirements.
- Manage AHL's Workplace Safety inbox including responding to WHS queries and escalating complex issues to the Director, following established communication directions.
- Draft culturally safe, sensitive, accurate, and professional written materials including correspondence, briefings and project plans, working with internal and external stakeholders, where appropriate.
- In consultation with the Director People Safety and Capability, deliver WHS training and awareness activities across AHL's sites and provide administrative and logistical support for externally delivered WHS training.
- Collaborate with teams across AHL to ensure operational WHS requirements are reflected in service agreements and day-to-day operations.

Key Capabilities

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

- Demonstrated knowledge of Federal and State/Territory WHS legislation, operational safety, and compliance frameworks, including the ability to provide advice on hazard and incident management.
- Ability to manage WHS-related contracts and external service providers.
- Demonstrated capability in conducting WHS-research and investigations and confidence in presenting impartial findings.
- Demonstrated ability to build relationships across an organisation to build safety positive safety culture.
- Strong organisational and administrative skills, with a high level of accuracy and attention to detail, and the ability to work independently under general guidance and within a small team.
- Strong communication skills with the ability to confidently distil complex issues into clear advice for management and stakeholders and to provide communication for a diverse range of stakeholders including those who come from First Nations and/or non-English speaking backgrounds.
- Sound judgement, impartiality, and integrity in decision making on complex or sensitive situations and in making safety-related assessments.
- Competence in using digital tools for tracking, reporting, and documentation management.

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 **21 June 2026**.

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

- Your resume (maximum three pages)
- Complete an application form - [Work with us | Aboriginal Hostels Limited](#)
- A one-page pitch (up to 500 words) detailing how your skills, knowledge, experience and qualifications make you the best candidate for the job and to perform the relevant classification level. As part of your pitch, you must also describe your biggest professional WHS challenge, to date, and how you used your skills and experience to overcome this challenge.
- Please include your name and the job reference (**VN-0770025**) in the subject of your email

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

Please note: Due to panel availability, candidate shortlisting is not expected to be completed until late June 2026, with interviews to be schedule in July 2026.