



Vacancy Information

Position Title	APS 6 Records and Information Senior Officer
Reporting To	EL1 Information and Record Manager
Contact	Orazio.Liggieri@ahl.gov.au 07 3151 8747 Information and Record Manager
Location	Canberra, ACT or Brisbane, QLD
Vacancy Type	Ongoing, Full Time
Salary Range	\$99,734 - \$111,701
Closing Date	Tuesday 14 July 2026

About the Role

We are seeking a motivated and community-minded Records and Information Management (RIM) Senior Officer to join our team. This APS6 role plays a critical function in strengthening AHL's information governance framework and service delivery across our national network of hostels and corporate offices.

This is more than just a support role; it is an opportunity to shape and mature AHL's information and digital environment. You will lead the operational delivery of records and information management services while contributing to the effective administration, governance and uplift of systems that support culturally safe accommodation services for First Nations people.

Reporting to the Information and Records Manager, the APS6 RIM Officer will operate with a high level of autonomy, providing specialist advice, developing procedures, strengthening compliance frameworks and driving continuous improvement initiatives across Microsoft 365, SharePoint, EDRMS and related systems.

You will balance strategic records governance responsibilities with support functions, ensuring that AHL staff are equipped with secure, reliable and compliant digital tools to deliver services nationally.

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.



Our Ideal Candidate

We are seeking an experienced Records Management professional, preferably within the APS or a comparable government environment.

You will demonstrate:

- Strong understanding of Australian Government information governance obligations, including National Archives requirements.
- The ability to interpret legislation, standards and policy frameworks and translate them into practical procedures and guidance.
- Experience administering Microsoft 365 environments including SharePoint, Purview, RecordPoint or similar systems.
- Confidence operating with limited direction in a small, dynamic team environment.
- The ability to provide clear, culturally responsive advice and support to a geographically dispersed workforce.
- Knowledge and understanding of records management legislation, standards, and best practices.

Most importantly, you will bring a commitment to supporting AHL's mission to provide culturally safe accommodation and improving outcomes for First Nations people.

Benefits

We offer more than just a job; we provide an opportunity to make a meaningful impact. By joining our team, you will work alongside passionate colleagues striving for positive social change. You will also contribute to AHL's vision to improve the quality of life and economic opportunity for First Nations people. Benefits 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.

Convenient and central office locations: Whilst our head office is located in Phillip, ACT we are open to applicants based in Brisbane QLD and Canberra ACT.

Development opportunities within the team and branch – higher duties may be available where you meet the criteria, with staff being eligible to be paid higher duties after 1 day.

Key Responsibilities

Under limited direction, the APS6 RIM Senior Officer will:

- Exercise independent judgement to lead and continuously improve AHL's records and information management framework, ensuring compliance with the Archives Act 1983, National Archives of Australia requirements and whole-of-government information governance standards.
- Provide authoritative, organisation-wide advice on retention and disposal authorities, classification structures, lifecycle management, privacy obligations and information risk, influencing compliant and informed decision-making.
- Plan and conduct audits, compliance reviews and risk assessments; identify systemic issues; and implement mitigation strategies to strengthen organisational maturity and improve performance in National Archives assessments.
- Develop and maintain policies, procedures, standards and guidance material; deliver training and promote consistent information management practices across AHL's national network.
- Oversee user account administration, onboarding and offboarding provisioning, and access permissions in accordance with security protocols, audit requirements and governance controls.
- Provide specialist input for digital transformation initiatives, identify system and workflow improvements, prepare high-quality reports and briefings, and build strong stakeholder relationships to support sustainable governance outcomes.

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.

Key Capabilities

The successful applicant will possess:

- Strong knowledge of Archives Act obligations, National Archives standards and digital recordkeeping best practice.
- Experience administering Microsoft 365, SharePoint and/or EDRMS platforms.
- Ability to exercise sound judgement, manage competing priorities and work independently.
- Excellent written communication skills, including drafting policies, SOPs and governance documentation.
- Strong stakeholder engagement skills, including the ability to communicate technical concepts in clear, accessible language.
- An understanding of Aboriginal and Torres Strait Islander cultures and the ability to communicate sensitively and effectively.

Desirable Qualifications, Training and Experience

- Tertiary qualification in Information or Records Management or progress towards obtaining such qualifications
- Experience supporting records and information management within Government
- Training certificates in Information Management, Microsoft 365 Administration, SharePoint, Purview and RecordPoint

Recruitment Initiatives

This is an **Identified Position** and Indigenous jobseekers are encouraged to apply, as well as non-Indigenous jobseekers with a demonstrated commitment to working with Aboriginal and Torres Strait Islander peoples. 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.

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 see link: [APSC Recruitability scheme guide applicants.](#)

Eligibility

To be eligible to apply, applicants must be Australian Citizen or have already lodge an application for Australia Citizenship

The successful applicant must meet the requirements of AHL's pre-employment conditions. Prior to engagement you must:

- provide an Australian Citizenship document (e.g. birth certificate or passport);
- undergo a satisfactory National Criminal History Check;
- hold and maintain a Working with Children Check in QLD if based in Brisbane; and
- meet the Fitness for Duty requirements.

For new APS employees, a six-month probationary period will apply.

How to apply

1. Upload and complete the application form from the AHL website. [Work with us | Aboriginal Hostels Limited](#)
2. Email your current resume and completed Application Form to jobs@ahl.gov.au by DATE and include your full name and the job reference (VN-0770655) in the subject of your email.