



Position Description

Job Reference Number	VN-0772521
Position Title	Executive Level 1 – Assistant Director, Change and Engagement
Section	Transformation Office
Location	Woden, ACT Flexible or remote working arrangements can be considered
Employment Type	Non-ongoing (initial 12-month term)
Job Type	Full-time
Salary Range	\$121,755 - \$132,713 plus 15.4% superannuation
Contact Officer	Rubi Bourke Phone: 02 6212 081
Closing Date	Monday, 28 September 2026 at 11:59pm AEST

About the Role

The Assistant Director, Change & Engagement will lead and manage the change management process associated with projects under the AHL's 10-year Strategy. The role will be responsible for providing tools, resources and guidance to AHL teams to enable effective change management outcomes.

The role will also be responsible for engaging with AHL teams, building strong relationships to ensure the success of the AHL Strategy. Additionally, the role will build change management capacity across the business.

It is expected that the Assistant Director engages in a collaborative, culturally sensitive and people focussed approach across AHL.

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.



Key Responsibilities and Capabilities

Key Responsibilities

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

- Develop and implement communication and change management plans for activities outlined in the AHL Strategy.
- Coordinate stakeholder engagement activities and support change initiatives.
- Manage stakeholder communications, queries and engagement activities including development of communication materials.
- Support system and business change releases through effective communication and readiness activities.
- Provide program and project coordination to sequencing initiatives to manage capacity, risk, and change impact.
- Monitor risks, impacts and stakeholder needs, providing advice to support decision-making.
- Contribute to program reporting, governance and continuous improvement activities.
- Work collaboratively with project and business teams to deliver successful outcomes.
- Support leaders to manage change within the AHL and build capability and capacity in change management.
- Provide day-to-day supervision, guidance and mentoring to team members and boarder AHL teams to support capability development and performance outcomes.
- Provide regular reporting to the Executive, Board and Committees of the Board as required.

Key Capabilities and Experience

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

- Understanding of Aboriginal led organisations or public purpose institutions
- Knowledge of Commonwealth public-sector governance, planning, budget, risk and reporting requirements (desirable)
- Relevant project and change qualifications or certifications (desirable) and experience and knowledge of change management principles, methodologies and tools
- Experience in change management, communications, stakeholder engagement, or project delivery environments.
- Strong written and verbal communication skills, with the ability to tailor messaging for different audiences.
- Demonstrated ability to build and maintain productive stakeholder relationships.
- Resilience, adaptability and a collaborative approach to working in complex environments.

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.
- Convenient and central office location (In Phillip, ACT) with close proximity to bus route; Free all-day parking options. 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).

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

To be eligible to apply, applicants must be Australian Citizens or have already lodged an application for Australian Citizenship.

- Prior to engagement, the successful applicant will be required to:
- provide an Australian Citizenship document (e.g. birth certificate or passport);
- undergo a satisfactory National Criminal History Check;
- meet the fitness for duty requirements;

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.

How to apply

Submit your application to jobs@ahl.gov.au before **Monday 28 September 2026 at 11:59pm AEST**.

As part of your application you will need to provide an application form and the following:

- Your resume (maximum three pages)
- A completed application that will require 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.