



(Affirmative Measures – First Nations)

Please note: The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the Racial Discrimination Act 1975. It is open to First Nations candidates only.

Vacancy Details:

Job Reference	VN-0772248
Classification	APS Level 6
Job Title	Head of Boarding
Employment Type	Ongoing, Non-Ongoing, Full-time (75 hours per fortnight) We are also looking to establish a Merit Pool to fill any future vacancies that may arise.
Salary	\$99,734 - \$111,701 pa plus 15.4% superannuation
Location	Thursday Island (Canon Boggo Pilot Hostel)
Position Contact	Timothy Wolfgang – 0477 702 393
Closing Date:	11:59PM AEST on Sunday, 20 September 2026

About the role:

Work within a remarkable part of Australia! Your opportunity to make a significant contribution to the educational, social and cultural development of young First Nations people.

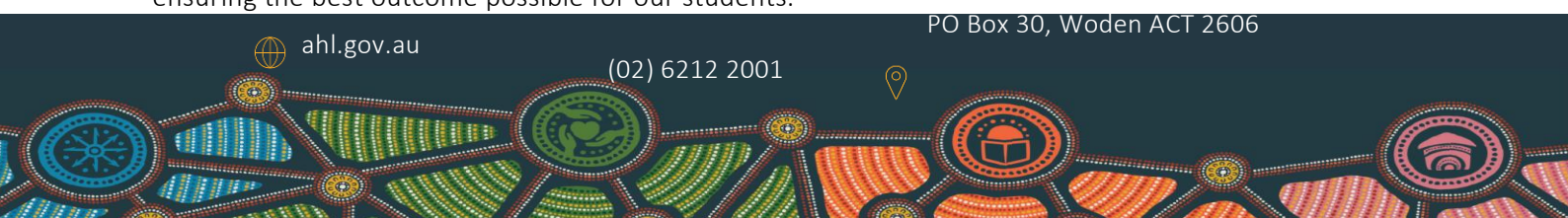
As Head of Boarding, you will be managing and supervising the day to day operations of the Canon Boggo Pilot hostel to ensure appropriate care is provided to students. You will be a leader for Residential Youth Workers and Hostel Workers and the contact for students, teachers, parents and stakeholders. You will have prior management experience with an ability to manage staff and at times, manage student situations and behaviours.

About Aboriginal Hostels Limited (AHL)

Aboriginal Hostels Limited (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.

Why Join Us?

This is an opportunity to contribute to meaningful work with real impact on First Nations students. We foster a supportive working environment, with a strong commitment to professional growth, inclusion, and public service values. You will join a supportive team that all work together for the same goal – ensuring the best outcome possible for our students.



What are we looking for:

The successful applicant will carry out the following responsibilities in accordance with AHL's values:

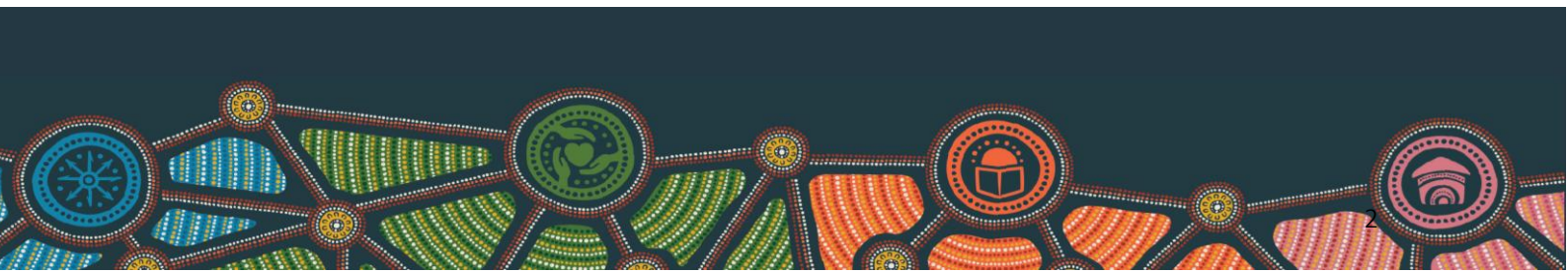
- Provide effective guidance and direction to hostel staff to ensure a safe, supportive and culturally appropriate boarding environment.
- Oversee daily hostel operations to maintain high standards of cleanliness, safety and student wellbeing.
- Deliver strong pastoral care and promote positive behaviour, ensuring compliance with child safety and boarding standards.
- Manage hostel budgets, payments and resources in line with AHL policies and financial delegations.
- Build and maintain positive relationships with students, families, schools and community stakeholders.
- Coordinate staff rosters, leave and performance management processes to ensure efficient hostel operations.
- Support the training and development of hostel staff, encouraging a motivated team.
- Monitor hostel occupancy and support initiatives to increase student numbers and engagement.
- Ensure maintenance and safety requirements are promptly identified and addressed in collaboration with contractors and AHL management.
- Provide timely reports, data and advice to the Operations Management as required.
- Resolve issues involving students or staff while using judgement and discretion.
- Promote and uphold AHL's commitment to Work Health and Safety and continuous improvement in all aspects of hostel management.

Please note: Whilst this job description 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.

Skills and Experience required:

The ideal candidate will be someone who can show the following:

- Strong understanding of **Aboriginal and Torres Strait Islander cultures** and the issues affecting First Nations peoples, with the ability to communicate sensitively and effectively.
- Proven ability to **manage the daily operations of a boarding facility**, including student welfare, staff coordination and property management.
- Experience in **developing and delivering programs** that promote student engagement, learning and wellbeing.
- Demonstrated **leadership and teamwork skills**, with the ability to work independently and manage competing priorities.
- Demonstrated commitment to ethical practice, confidentiality, **duty of care and cultural awareness**.
- Proficient in **administrative and Microsoft Office**.
- Demonstrates **reliability, adaptability and a proactive approach** at work.



Qualifications and requirements:

The successful candidate is required to be in good physical health due to the nature of the position. This will include a requirement to walk, lift and carry, work a flexible schedule and be able to move continuously during working hours.

Essential qualifications and training

- First Aid Certificate
- Emergency Warden Training
- Food Safety Supervisor Certificate

Please note: If you do not hold any of the above qualifications or training, you will need to obtain in your first six months of employment. Training is provided by AHL.

Desirable qualifications

- A relevant qualification/s in Education, Social Work, Community Services and/or Boarding Residential Care and/or relevant experience
- Mental Health First Aid Certificate
- Bronze Medallion

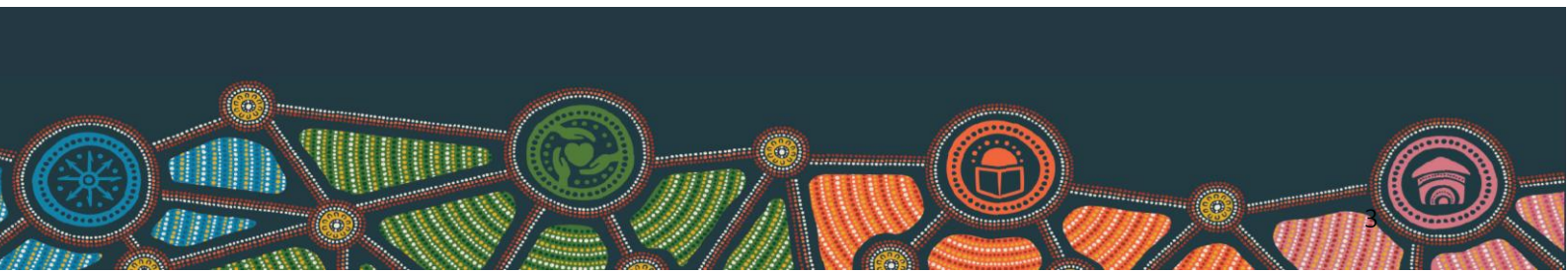
Eligibility required:

The eligibility for this position is:

- Be an Australian Citizen (prior to engagement)
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain a Working with Children Check in QLD (prior to engagement)
- Hold or obtain relevant qualifications required for the role
- Hold a current Driver's Licence.

How to apply:

- Complete the Application Form available from our website [Work with us | Aboriginal Hostels Limited](#)
- Email your current resume and completed application form to jobs@ahl.gov.au by 11:59pm AEST on Sunday 20 September 2026.
- Please include your name and the job reference (VN-0772248) in the subject of your email.



Additional information:

Recruitment Initiatives

This is an affirmative measures process. An affirmative measure allows a particular job in the Australian Public Service to be open only to Aboriginal and/or Torres Strait Islander persons. The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the Racial Discrimination Act 1975. **It is open to First Nations candidates only.**

Evidence of Aboriginal and/or Torres Strait Islander status

Applicants under the Affirmative Measure must meet the three criteria mentioned previously. Successful applicants will be required to provide evidence of Aboriginal and/or Torres Strait Islander status before they are appointed to the role. Suitable evidence of Aboriginal or Torres Strait Islander status may include:

- a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or
- a confirmation of Aboriginal and/or Torres Strait Islander status document executed by an Indigenous organisation.

If you are having trouble getting a confirmation, there are a number of resources to assist you:

- Australian Institute of Aboriginal and Torres Strait Islander Studies
- Link-Up
- Office of the Registrar of Indigenous Corporations
- National Aboriginal Community Controlled Health Organisation

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.](#)

Benefits:

Competitive Pay & Benefits: \$94,563 - \$105,910 per annum (pro-rated for part-time) with 15.4% superannuation and generous leave entitlements to make sure you are well looked after.

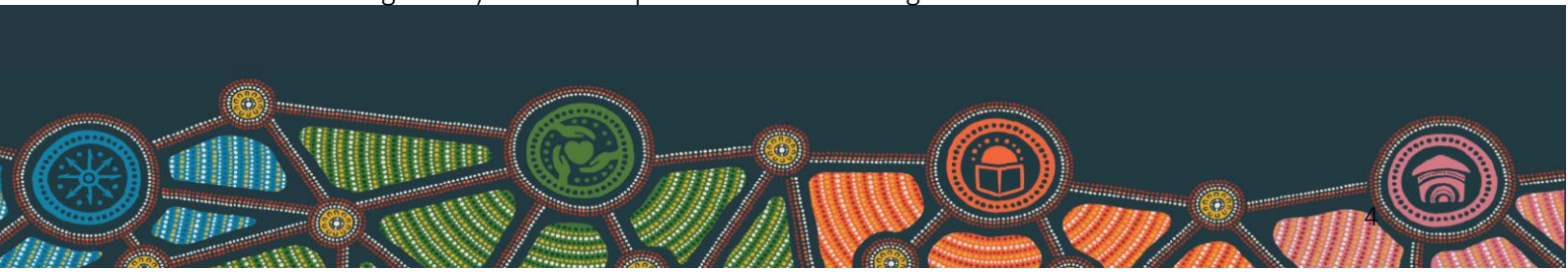
Incredible shift penalties apply for work on public holidays.

Remote locality allowance: entitled to remote locality allowance of \$8,884pa with eligible dependants or \$5,044pa without dependants, with addition to your salary

Variety of leave entitlements: 18 days sick/personal leave per annum, cultural and NAIDOC.

Salary packaging: options for vehicles, superannuation and laptops PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take home pay.

Free Accommodation: The Head of Boarding is offered onsite accommodation (2 Bedroom unit with Kitchen and dining room) and meals provided when eating with students.



Training Opportunities: Induction training, Corporate Induction; Job Specific Orientation, AHL Child Protection Framework Training, AHL Toolbox Talk Training.

Supportive Team Environment: You'll be part of a friendly, inclusive team where your work is valued.

Employee Assistance Program: Employees, their partners and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage both personal and work concerns.

