



Position Description

Job Reference Number	VN-0772826
Position Level & Title	Executive Level 1, Regional Assistant Director
Location	Darwin, NT
Employment Type	Ongoing (75 hours per fortnight) A merit pool may be established to fill any future vacancies that may rise.
Job Type	Full-time (75 hours per fortnight)
Salary Range	\$121,755 - \$132,713 plus 15.4% superannuation 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 .
Contact Officer	Denise O'Neill - Project Officer (NT region) Email: denise.oneill@ahl.gov.au Phone: 08 7904 0278
Closing Date	Tuesday 6 October 2026 at 11:59pm

About the Role

Are you passionate about driving excellence in service delivery, strengthening community ties, and leading high-performing operational teams? We are seeking a dynamic and strategic leader to join Aboriginal Hostels Limited (AHL) as the Regional Assistant Director.

As the Regional Assistant Director, you will oversee operations across our Top End regional network to ensure high-quality hostel management, robust data-driven compliance, and supportive environments that drive our organisational goals. As we expand our operational expertise and strategic capabilities, this role offers a fantastic opportunity to take ownership of regional performance and significantly influence our growth. Serving as the face of regional leadership you will engage with stakeholders at all levels, ensuring our accommodation services remain indispensable to the community. You will lead high-quality regional operations on a macro level, gathering data, coordinating resources, and building community capability to ensure repeatable, scalable success that shapes our future strategic path.



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.

Why Join Us?

This is a unique opportunity to contribute to meaningful work that directly impacts the frontline of First Nations service delivery. You will join a collaborative, outcomes-focused environment that deeply values probity and integrity, critical problem-solving and continuous improvement.

The role offers a unique opportunity to shape and influence regional operational excellence and frontline service standards, working closely with the Director, local hostel management teams, and key external partners. We adopt a highly supportive working environment anchored by a strong commitment to your professional growth, culturally safe practices and workforce inclusion.

About You

We are seeking an accomplished leader with proven senior operational management experience, ideally within accommodation, residential services, or community-led sectors. You are a visionary, strategic thinker with exceptional problem-solving skills, outstanding communication capabilities, and a highly sophisticated approach to stakeholder management.

To excel in this role, you will drive success by combining a deep commitment to First Nations cultural safety frameworks with skills in operational management, performance compliance and regional risk management.

Affirmative Measures

This is an Affirmative Measure vacancy which means that Aboriginal and Torres Strait Islander applicants only. The filling of this vacancy is intended to constitute an affirmative measure under Section 26 of the Australian Public Service Commissioner's Directions 2016. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975.

For further information on Affirmative Measure vacancies please follow the link: [Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants | Australian Public Service Commission](#)

Eligibility

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.

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; and
- hold and maintain, working with children check in NT region.

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 through to jobs@ahl.gov.au before Tuesday 6 October at 11:59pm.

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

- A complete the Application Form available from our website www.ahl.gov.au/work
- Your current resume (maximum three pages)
- A 'one page pitch' (up to 750 words) 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.
- Please include your name and the job reference (VN-0772826) in the subject of your email.

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.

Key Responsibilities and Capabilities

Key Responsibilities

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

- Lead and oversee regional hostel operations to guarantee safe, compliant, clean and culturally appropriate accommodation and services.
- Drive a high-performing team culture across the region by setting clear direction, defining performance expectations and promoting AHL P.R.O.U.D values.
- Build staff and manager capability through regular feedback, structured performance management and effective succession planning.
- Oversee and coordinate operation workforce levels, including recruitment strategies, roster efficiency and the management of planned and unplanned leave.
- Deliver against allocated budgets for the region and individual hostels to maximise financial performance and drive operational efficiency. You will ensure adherence to financial and personnel delegations, while maintaining full compliance with the Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- Proactively identify operational risks and manage complaints, incidents, and Work Health and Safety (WHS) compliance in a timely manner.
- Develop and maintain productive relationships with community partners and external stakeholders to drive occupancy and improve local service delivery.
- Analyse the impact of external regional influences, providing high-level operational updates and meeting corporate reporting requirements.

Key Capabilities

- Demonstrated experience in managing complex, multi-site regional operations, ideally within an accommodation, residential hospitality, or community services environment.
- Strong understanding of operational risk frameworks, Work Health and Safety (WHS) legislation, and compliance.
- Proven ability to lead diverse, geographically dispersed teams to deliver high-quality results under tight deadlines, while championing organisational values and building leadership capability.
- Demonstrated skills in building relationships with internal and external stakeholders to influence outcomes.
- Sound decision-making and professional judgement in complex or sensitive situations, with a strong alignment to probity, integrity, and operational risk mitigation.
- Excellent communication skills with the ability to articulate complex operational issues into clear, strategic advice for executive stakeholders.
- Ability to provide simple, understandable communication for a diverse range of stakeholders, including frontline delivery staff, community partners, and individuals from First Nations and/or non-English speaking backgrounds.
- Excellent communication skills with the ability to articulate complex issues into clear advice. Ability to provide simple understandable communication for a diverse range of stakeholders including those who come from First Nations and/or non-English speaking backgrounds.

Essential:

- Must be prepared and willing to undertake regular travel, including overnight stays to manage and support various hostel sites across the Top End region.