



Australian Government

ABORIGINAL
HOSTELS LIMITED

Position Description

This is an **Affirmative Measures** 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. [Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants | Australian Public Service Commission](#)

To be eligible for Affirmative Measure employment with AHL, applicants must:

- be of Aboriginal and/or Torres Strait Islander descent;
- identify as an Aboriginal and/or Torres Strait Islander person; and
- be accepted by their community as being an Aboriginal and/or Torres Strait Islander person.

Vacancy Reference	VN-0773260
Position Title	APS Level 5 Roving Hostel Manager
Reporting To	Operations Manager
Location	NSW, VIC Region Tony Mundine Hostel Aboriginal Hostels Limited Tamworth Hostel Aboriginal Hostels Limited Durungaling Hostel Aboriginal Hostels Limited William T Onus Hostel Aboriginal Hostels Limited
Vacancy Type	Ongoing - Full-time (75 hours per fortnight)
Salary Range	\$88,834 - \$96,829 plus 15.4% superannuation Generous shift penalties apply for shift work, weekend and public holidays. 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	Carla Wills – 0460 111 106 Beth Perin – 0477 783 130



Closing Date	Wednesday 14 October 2026
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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.

About the role

As a Roving Hostel Manager, you'll take on a broader leadership role, overseeing all aspects of hostel operations while building strong relationships with local stakeholders to support First Nations residents during their stay.

In addition to ensuring high standards in service delivery, safety, and cleanliness, you'll be responsible for team leadership, performance development, and continuous improvement. Your role will be to ensure hostel occupancy is high and service to residents is exceptional.

You will be a hands-on manager, working closely with the hostel teams to provide three meals a day and ensuring the facility is clean, safe and welcoming.

You will ensure compliance with AHL policies and operational guidelines, regularly report to the Operations Management Team, and liaise with AHL's National Office as required. This role requires a proactive manager with strong organisational and people skills, a commitment to excellence, and a passion for delivering services that make a positive impact.

The Roving Hostel Manager will work across our four multi-purpose locations in Leichardt, Tamworth, Newcastle, NSW and Melbourne, VIC. Accommodation and meals will be provided on site.

Why join us

You will join a team that encourages collaboration to achieve outcomes, problem solving, continuous improvement and requires a high level of integrity. We promote a supportive working environment, with a strong commitment to professional growth, inclusion, and public service values.

Benefits include:

- Rotating roster, including some weekend work. Generous shift penalties apply for work after hours, weekend and public holidays.
- Regular salary packaging options for vehicles, superannuation and laptops etc 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.

What are we looking for

We are looking for people who are:

- passionate about supporting First Nations communities;
- value respect and cultural safety;
- team players and strong communicators;
- reliable and take pride in practical work;
- sound computer literacy skills and the ability to learn systems quickly;
- able to follow policies, procedures and instructions; and
- willing to contribute to a welcoming, clean and comfortable environment for residents.

If this sounds like you, we encourage you to apply by visiting the AHL website www.ahl.gov.au/work

Recruitment Initiatives

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](#)

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

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.

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.

Prior to engagement the successful applicants will be required to:

- 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 NSW; and
- meet the fitness for duty requirements.

How to apply

- Upload and complete the application form, available from our website [Work with us | Aboriginal Hostels Limited](#)
- Email your application form and current resume to jobs@ahl.gov.au by 11:59PM AEST, **Wednesday 14 October 2026.**
- Include your name and the job reference (VN-0773260) in the subject of your email.

Attachment A

Key Responsibilities

In line with APS 5 work level standards, you will be responsible for:

- leading the day-to-day operations of the hostel;
- providing leadership, direction and support to staff;
- ensuring services are delivered in line with AHL policies, procedures and operational requirements;
- creating a safe, welcoming and culturally appropriate environment for residents;
- supporting residents to access services and resources that promote health, wellbeing and independence;
- managing bookings, payments, budgets, rosters and other operational requirements;
- overseeing food service, facility checks, maintenance reporting and general service delivery;
- supporting staff performance, development, training and induction;
- building positive relationships with stakeholders, including local Aboriginal and Torres Strait Islander organisations;
- supporting cultural activities and events, including days of significance for First Nations peoples;
- always promoting the safety and wellbeing of children and young people in line with AHL's child safeguarding requirements; and
- ensuring WHS, incident reporting and emergency procedures are followed.

Key Capabilities

Strong candidates will demonstrate:

- understanding of, or willingness to learn about, First Nations cultures and ability to communicate respectfully and sensitively with First Nations peoples;
- ability to manage competing priorities and show reliability, professionalism and good judgement;
- commitment to AHL's child safeguarding and work health and safety requirements;
- proficiency in the Microsoft Office suite;
- strong stakeholder engagement skills that will support services for First Nations people;
- provide leadership and guidance to staff and support team performance and development;
- contribute to continuous improvement in hostel operations; and
- confidently make decisions in line with policies and operational requirements.

Qualifications and Training (or ability to obtain these qualifications in the first six months of employment).

- First Aid Certificate;
- Emergency Warden Training; and
- Food Safety Supervisor Certificate.

Training is provided by AHL where required.