



Australian Government

ABORIGINAL
HOSTELS LIMITED

Position Description

Job Reference	VN-0773276
Position Title	APS Level 4 Assistant Hostel Manager
Location	Durungaling Hostel, Newcastle NSW Durungaling Hostel Aboriginal Hostels Limited
Reporting To	Operations Manager
Employment Type	Non-ongoing (specified term – opportunities may be offered for up to 12 months initially with the possibility of extension) Part-time (27 hours per fortnight)
Salary	APS Level 4 salary range: \$79,125 - \$86, 246 per annum, plus 15.4% superannuation (pro-rata for part-time) Note: the base salary is the default rate. Explore our Enterprise Agreement (2024-2027) here .
Contact Officer	Stephen Mundine – 0429 980 612
Closing Date	Thursday 15 October 2026

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.



About the Role

Working at AHL means being part of a supportive team where the work is practical, people-focused and meaningful. The small things you do each day matter!

AHL is seeking an Assistant Hostel Manager who is passionate about delivering excellent customer service and positive outcomes for First Nations Australians.

Our Assistant Hostel Managers work closely with local stakeholders to support First Nations people into our hostels and ensure residents are connected with the services they require during their stay. Your role is to ensure high hostel occupancy and maintain exceptional services to residents.

The Assistant Hostel Manager role is located at Durungaling Hostel, Newcastle. This is a newly created position to facilitate a job share arrangement. The part-time roster involves week on/week off work from Wednesday to Friday.

	On	Off	On	Off	On	Off
Wednesday	11:30	13:30	14:15	16:30	17:15	19:00
Thursday	7:00	11:00	11:45	15:00	15:45	19:00
Friday	7:00	11:00	11:45	15:00	15:45	19:00

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:

- 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 we are looking for

We are looking for people who are committed to supporting First Nations peoples and contributing to a safe, respectful and culturally safe environment. passionate about supporting First Nations communities.

While experience in a similar industry is important, a successful Assistant Hostel Manager must have empathy and resilience with a calm but firm demeanour. You will be a hands-on manager, working closely with the small hostel team to provide three meals a day and ensuring the facility is clean, safe and welcoming.

You will be a perfectionist, ensuring all hostel operations are meeting standards in line with guidelines and policies and continually developing your team to improve our service offering. You will be reporting to an Operations Management Team and will provide regular reports on hostel operations to the Operations Management Team and to AHL's National Office business areas as required.

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

Recruitment Initiatives

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.

RecruitAbility

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, Thursday 15 October 2026.
- Include your name and the job reference (VN-0773276) 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.

Attachment A

Key Responsibilities

In line with APS 4 work level standards, you will be responsible for:

- supporting daily hostel operations and helping ensure services run smoothly;
- providing guidance and support to hostel staff;
- helping create a safe, welcoming and culturally appropriate environment for residents;
- supporting residents to access services and resources that promote health, wellbeing and independence;
- managing guest bookings, payments and related administrative tasks;
- assisting with timesheets, facility checks, food service requirements and general hostel duties where required;
- helping resolve resident or guest concerns in a professional and respectful way;
- supporting cultural activities and events, including days of significance for First Nations peoples;
- maintaining privacy and confidentiality of resident and staff information;
- always promoting the safety and wellbeing of children and young people in line with AHL's child safeguarding requirements; and
- supporting safe work practices, emergency procedures and reporting of hazards or incidents.

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.

Essential Training (or the ability to obtain in the first six months of employment)

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