Australian Government | ABORIGINAL HOSTELS LIMITED

Position Description - Corporate

Job Reference Number	VN-0774059
Position Title	APS4 People Branch Support Officer - Recruitment & Entry Level Programs APS5 People Branch Officer - Recruitment & Entry Level Programs
Reporting to	APS6 Team Leader - Recruitment & Entry Level Programs
Branch | Section	People Branch | People Services & Wellbeing
Location	Canberra
Employment Type	Ongoing *The selection process may be used to establish a merit pool for similar future vacancies that may arise.*
Job Type	Full-time (75 hours per fortnight)
Salary Range	**APS4:** $79,125 - $86,245 plus 15.4% superannuation **APS5:** $88,834 - $96,829 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	Name: Erryn Taylor, Assistant Director - Recruitment & Entry Level Programs Email: erryn.taylor@ahl.gov.au
Closing Date	Sunday, 15 November 2026 at 11:59pm

About the Role

We are seeking a motivated and community minded people to join our small but dedicated team, delivering end-to-end recruitment services across all areas of AHL including working with our Hostels.

This is more than just a job - it's an opportunity to make a genuine difference to our business which provide culturally safe accommodation nationally for Aboriginal and Torres Strait Islander people. You'll play a key role in helping shape our workplace during an exciting time of transformation as we move towards a new e-recruitment solution.

Reporting primarily to the People Branch Team Leader, you will be responsible for coordinating the end-to-end recruitment and on-boarding activities including assessment of vacancies, advertising, selection, candidate tracking, pre-employment checks and monitoring conditions of engagement, and contract preparation–all whilst ensuring a positive candidate experience.

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 You

Our ideal candidate is a proactive, organised and customer-focused professional who enjoys working in a fast-paced recruitment environment. They have strong communication and interpersonal skills, attention to detail, and the ability to manage competing priorities while delivering accurate and timely outcomes.

They build effective relationships with stakeholders, demonstrate initiative in resolving issues and apply sound judgement when managing recruitment activities. They value teamwork, continuous improvement and providing a positive candidate and hiring manager experience.

The successful candidate will demonstrate adaptability, professionalism and integrity, with the ability to work independently and collaboratively. A sound understanding of recruitment related legislation, including Public Service Act and merit-based selection principles will be important. They will be committed to supporting fair, transparent and merit-based recruitment processes while contributing to a fair, inclusive and culturally safe recruitment experience.

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.

Benefits include:

- Attractive salary with 15.4% superannuation
- 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.
    - https://salpacaus.com.au/pbi-benefit-calculator
    - https://www.smartsalary.com.au/calculator
- Additional leave days including ceremonial leave, cultural leave and more
- Convenient and central office location (In Phillip, ACT) with close proximity to bus routes

- 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)
- Professional learning and development opportunities
- Access to Employee Assistance Program

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

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 further information on the RecruitAbility scheme please follow this link: APSC Recruitability scheme guide applicants

Reasonable Adjustments

AHL is committed to providing accessible, inclusive and equitable recruitment processes for all candidates. If you require a reasonable adjustment (at any stage of the recruitment process), you can note this in your application and provide details of any adjustments required. All efforts will be made to meet your requirements.

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.

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

For new APS employees, a six-month probationary period will apply.

How to apply

Submit your application through to erryn.taylor@ahl.gov.au before **Sunday, 15 November at 11:59PM**.

As part of your application pack you are required to provide the following documents:

- Complete the application form, available from our website Work with us | Aboriginal Hostels Limited
- Your resume (maximum three pages)

- The statement of claims (imbedded in the application form) should be a maximum of two pages addressing the key responsibilities and capabilities.
- Include your name and the job reference (VN-0774059) 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 work level standards, these roles will:

APS4 Branch Support Officer - Recruitment & Entry Level Programs

- Provide recruitment administration and coordination support across end-to-end recruitment processes, ensuring activities are completed accurately, efficiently and in accordance with agency policies and procedures.
- Coordinate recruitment activities, including preparing and publishing job advertisements, managing applications, assisting with interviews and communicating with selection panel members.
- Provide advice and guidance to hiring managers and selection panels on recruitment processes, administrative requirements and relevant policies and procedures.
- Prepare and maintain recruitment documentation, including selection reports, conflict of interest, candidate correspondence, merit pool records and approval documentation.
- Undertake recruitment administration in appropriate trackers and filing systems, including updating candidate records and ensuring recruitment information is accurate and current.
- Liaise with candidates, hiring managers, panel members and stakeholders to respond to enquiries, resolve routine issues and ensure recruitment activities progress within agreed timeframes.
- Coordinate pre-employment and onboarding activities, including monitoring required documentation, conducting administrative checks and liaising with relevant stakeholders to support the timely commencement of successful candidates.
- Maintain accurate recruitment records and electronic files in accordance with records management, confidentiality and privacy requirements.
- Contribute to the development and maintenance of recruitment resources, templates, procedures and guidance materials to promote consistent practices and improve service delivery.
- Identify opportunities to improve recruitment administration and candidate experience and contribute to process improvements.
- Work collaboratively within the recruitment team to manage competing priorities, meet deadlines and provide responsive, professional customer service.

APS5 Branch Officer - Recruitment & Entry Level Programs

- Provide timely, accurate and culturally responsive recruitment advice and support across AHL.
- Coordinate end-to-end recruitment processes for a wide range of vacancies.
- Participate on recruitment panels, providing insights to help ensure fair and culturally informed assessments of candidates as required.
- Support onboarding processes, including the coordination and processing of pre-employment checks (e.g. police checks, working rights, health assessments).
- Draft and issue employment documentation, including letters of offer, extensions, variations, promotions and reassignment notices.
- Apply sound knowledge of the Public Service Act, APS employment conditions, and relevant recruitment policy and legislation, with a focus on equity, inclusion, and compliance.
- Respond to a wide range of candidate and stakeholder queries via shared inboxes and telephone, offering a respectful and supportive experience.
- Build and maintain strong, relationships with internal and external stakeholders, including Aboriginal and Torres Strait Islander communities and organisations, to help meet recruitment needs and strengthen trust.
- Contribute to continuous improvement of recruitment processes including streamlining systems and updating documentation.

- Prepare reports and updates on recruitment activities and support the team in meeting internal and external reporting obligations.

Key Capabilities

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

APS4 Branch Support Officer - Recruitment & Entry Level Programs

- An awareness and understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples.
- Demonstrated ability to communicate sensitively and effectively with First Nations peoples and contribute to positive outcomes.
- Experience providing recruitment or administrative support, with an understanding of recruitment processes and the importance of following established policies and procedures.
- Effective written and verbal communication skills, including the ability to respond to enquiries and liaise professionally with candidates and stakeholders.
- Strong administrative skills, including attention to detail a, maintaining accurate records and preparing recruitment documentation.
- Well-developed organisational skills, including the ability to prioritise tasks, meet deadlines and work effectively both independently and as part of a team.
- Demonstrated proficiency in Microsoft Office applications, including Outlook, Word and Excel and the ability to learn and use Human Resource Management Information System/s.

APS5 Branch Officer - Recruitment & Entry Level Programs

- An in-depth understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples
- Demonstrated ability to support outcomes for First Nations peoples and the demonstrated ability to communicate sensitively and effectively with First Nations peoples.
- Demonstrated experience in APS-based recruitment, including in-depth knowledge of the *Australian Public Service Act 1999*, Public Service Regulations and Commissioner's Directions.
- Strong written and verbal communication skills, including the ability to respond to complex enquiries and provide expert advice where required.
- Strong organisational skills including the ability to prioritise and complete work independently.
- Strong administrative skills, and experience with various systems and software (e.g., proficiency in Outlook, Word and Excel, and any Human Resource Management Information System/s).

Qualifications and Experience

- Demonstrated experience in recruitment, human resources or a related field.
- Experience coordinating administrative processes, maintaining accurate records and managing competing priorities to meet deadlines.
- Experience providing customer service, procedural guidance and support to stakeholders.
- Demonstrated ability to use business systems and Microsoft Office applications to manage information, prepare documentation and support admirative processes.
- Experience working within established policies, procedures and legislative or regulatory frameworks.
- Ability to share knowledge, provide guidance and support colleagues to build capability and achieve team objectives.

The APS5 position requires a higher level of experience, autonomy and judgement including the ability to manage more complex recruitment activities, providing advice on complex matters and take greater responsibility for recruitment outcomes.

Qualifications

- Relevant qualifications in human resources, business administration or a related discipline.