**Vacancy Information**

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government’s efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

AHL is seeking an experienced professional with strong attention to detail to undertake a range of corporate services functions within the Procurement and Travel Team.

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| **Job Reference** | VN17924 |
| **Classification** | APS Level 6 |
| **Job Title** | Purchase Cards & Travel Officer |
| **Employment Type** | Ongoing |
| **Salary** | $90,199 - $101,022 pa |
| **Benefits** | * 15.4% superannuation * 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. |
| **Location** | National Office Canberra, ACT |
| **Contact Officer** | Luke Sikaloski, (02) 6212 2058 |

**Position Description**

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|  | * Manage AHL WoAG Travel Arrangement implementation and travel processes, including Flights, Accommodation and Car Hire. * Manage AHL Purchasing Card functions and reporting, including month end processes and reporting. * Review, update and maintain on at least an annual basis, all policies, procedures, guides and instructions relating to Travel, Cabcharge, Purchasing Cards, while ensuring travel rates and mileage rates are accurately reflected in the Travel Allowance and Mileage Allowance forms. * Maintain and manage the AHL contract register all contracts to be entered accurately and on a timely basis into TechOne. * Provide support to the Assistant Director Procurement as required, including assisting with implementation of TechOne modules relating to procurement, travel and purchasing cards. * Supervision of one APS 5 staff member, including developing and supporting a performance management plan and staff development and training. |
| *Whilst this duty statement 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**

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| The successful applicant will demonstrate: | |
| 1 | In-depth understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples. |
| 2 | Demonstrated ability to support outcomes for First Nations peoples and the demonstrated ability to communicate sensitively and effectively with First Nations peoples. |
| 3 | Strong oral and written communication skills. |
| 4 | Ability to work as part of the procurement and travel team, and plan and prioritise tasks to meet tight deadlines. |
| 5 | Strong attention to detail skills, and demonstrated experience with FMIS’s and Microsoft Word and Excel. |
| Desirable Qualifications/Experience | A tertiary qualification in commerce.  Experience in purchasing card, travel, and procurement processes highly desirable. |

**Recruitment Initiatives**

This is an **Identified Position** and Indigenous jobseekers are encouraged to apply, as well as non-Indigenous jobseekers with a demonstrated commitment to working with Aboriginal and Torres Strait Islander peoples. The successful applicant will need to demonstrate a knowledge and understanding of Aboriginal and Torres Strait Islander Peoples and display respect and dignity in all their dealings with staff and residents.

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](https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability/recruitability-scheme-guide-applicants)](https://www.apsc.gov.au/recruitability-scheme-guide-applicants).

**Eligibility**

* Be an Australian Citizen
* Undergo a Satisfactory National Criminal History Check (prior to engagement)
* Meet Fitness for Duty requirements (prior to engagement)
* Hold or obtain relevant qualifications.

**How to apply**

* Complete the **Application Form** available from our website [www.ahl.gov.au/work](https://www.ahl.gov.au/work)
* Email your current **Resume** and completed **Application Form** to [jobs@ahl.gov.au](mailto:jobs@ahl.gov.au) by 11:59pm AEST on **Sunday, 15 December 2024**.
* Please include your name and the job reference (VN17924) in the subject of your email.