



Senior Recruitment Officers

Two locations - Darwin and Alice Springs, NT

Affirmative Measures – First Nations Applicants

AHL's purpose is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunity for First Nations people. We offer rewarding experiences and great training and employment conditions.

The Human Resources (HR) Section has opportunities available for two highly motivated First Nations applicants to join a busy and high performing Recruitment Team. Our ideal applicants will be strong team players with a customer service focus and able to provide a range of recruitment and on-boarding related services to applicants for AHL vacancies. Success in these roles requires excellent administration and organisational skills and prior recruitment experience, preferably in recruiting First Nations applicants. We are looking for HR professionals who can coordinate and support end-to-end recruitment activities in either Darwin or Alice Springs, Northern Territory.

Reference:	VN8022
Job Title:	Senior Recruitment Officer – two positions
Classification:	APS Level 5
Job Type:	Ongoing – Full-time (75 hours per fortnight)
Remuneration:	\$72,854 – \$77,350 per annum PLUS: Superannuation – 15.4% Salary packaging – see notes below
Salary Packaging:	Regular salary packaging options for vehicles, superannuation and laptops etc. PLUS , ability to salary sacrifice \$15,900 per Fringe Benefit Tax year for rent, mortgage or general living expenses. This benefit may reduce taxable income, increasing fortnightly take-home pay. Note, this benefit is not ordinarily available in other Australian Public Service (APS) agencies and applies to AHL due to our status as a <i>Public Benevolent Institution</i> .
Locations	Darwin and Alice Springs, Northern Territory
Contact Officer	Dino Hladenki - 02 6212 2035 or dino.hladenki@ahl.gov.au
Closing Date	11:59PM AEST on 8 August 2022

Duties and Responsibilities

Key Duties	<p>The key responsibilities of the Senior Recruitment Officer role include:</p> <ul style="list-style-type: none">• Contribute to the AHL’s vision to be an employer of choice for First Nations people by attracting and supporting First Nations applicants to apply for AHL hostel vacancies.• Develop and maintain effective relationships with external stakeholders (for example employment agencies and local Aboriginal community organisations) to ensure First Nations applicants are aware of AHL vacancies and supported to apply for jobs.• Coordinate the recruitment activities for AHL vacancies for your dedicated region, including drafting and placing advertisements, collating applications as well as supporting the Chair of the Selection Panel to prepare shortlists, schedule interviews, participate on selection panels (when requested to do so) and finalise selection reports.• Manage onboarding requirements for applicants, including the processing of pre-employment checks (medical/police clearances, Working with Children Checks and mandatory qualifications).• Respond to applicants’ requests in relation to selection and onboarding processes.• Support applicants to complete their application and onboarding paperwork.• Prepare and issue approved engagement letters, including extension notices, promotions and transfer letters.• Work collaboratively with internal and external stakeholders to meet priorities and established deadlines, for example, timely transfer of information to Payroll for new employees, networking with local organisations and employment offices regarding vacancies.• Accurately maintain HR records by updating relevant databases and systems with applicant/employee information. Note: AHL does not currently have an e-recruit system and this role involves a lot of manual processing.• Working independently while maintaining regular communication with their supervisor who is based in the National Office HR Team including reporting on recruitment activity progress and reporting on levels of engagement with external stakeholders.• Other duties as directed.
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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:

All applicants will be assessed in relation to their ability to perform in accordance with the APS Values and Code of Conduct, the social justice principles of equity and workplace diversity, and occupational health and safety in the workplace.

Successful applicant will be required to demonstrate:

1	In-depth understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations people.
2	Demonstrated ability to support outcomes for First Nations people and the demonstrated ability to communicate sensitively and effectively with First Nations peoples.
3	Excellent communication skills, including the ability to communicate expert and technical HR advice on APS-based Human Resources processes.
4	Experience in supporting First Nations applicants and ability to work with external stakeholders to support First Nations and other applicants to be competitive for AHL hostel positions.
5	Ability to work as an outposted officer, organise your work independently, manage competing priorities and complete tasks within set timeframes. Strong administrative skills and experience with HR related systems and software (e.g. proficiency in MS Outlook, Word and Excel and an electronic HRMIS).
6	Experience in, or the capacity to quickly obtain knowledge of: <ul style="list-style-type: none">AHL recruitment and selection processes, the <i>Public Service Act 1999</i>, the Public Service Regulations and APS Commissioner's Directions, as they relate to APS employment.Contemporary Human Resource practices in an APS environment, such as pre-employment checks, selection committee work, interviews, supporting the Chair of the Selection Panel to write up selection reports and obtaining references.
7	Well-developed conceptual, analytical and problem-solving skills, together with a drive for continuous improvement.

Eligibility

These are **Affirmative Measures – First Nations applicants only positions**. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the *Racial Discrimination Act 1975*. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person.

Evidence of Aboriginal and/or Torres Strait Islander status

Applicants under the Affirmative Measure must meet the three criteria mentioned previously. Successful applicants will be required to provide evidence of Aboriginal and/or Torres Strait Islander status before they are appointed to the role. Suitable evidence of Aboriginal or Torres Strait Islander status may include:

- a letter signed by the Chairperson of an incorporated Indigenous organisation confirming that the applicant is recognised as an Aboriginal and/or Torres Strait Islander person, or
- a confirmation of Aboriginal and/or Torres Strait Islander status document executed by an Indigenous organisation.

If you are having trouble getting a confirmation, there are a number of resources to assist you:

- [Australian Institute of Aboriginal and Torres Strait Islander Studies](#)
- [Link-Up](#)
- [Office of the Registrar of Indigenous Corporations](#)
- [National Aboriginal Community Controlled Health Organisation](#)

Further, RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see: <http://www.apsc.gov.au/priorities/disability/recruitability>

Our values:

In AHL we demonstrate P.R.O.U.D values and recruit candidates with these qualities.



To be eligible for engagement and to maintain employment, applicants must:

- Provide evidence of Australian Citizenship
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain a Working with Children Check in NT (prior to engagement)
- Satisfactorily complete a Probation period

How to apply:

1. Complete the **Application Form** available from our website www.ahl.gov.au/employment and be sure to complete the one-page pitch outlining your relevant skills and experience.
2. Email your Resume, completed Application Form and one-page pitch to applications@ahl.gov.au by 11:59PM AEST on the closing date, **8 August 2022**.
3. Please include your name and the vacancy number (**VN8022**) in the subject of your email.

Note: References from First Nations people are highly encouraged.