



APS4 Project Officer (NV 9021)

Affirmative Measures Position (Indigenous)

Brisbane, QLD or Darwin, NT

Aboriginal Hostels Limited's (AHL) purpose is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for Indigenous Australians 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 Indigenous Australians. We offer rewarding experiences and rewarding employment conditions.

As a Project Officer, you will provide support to the Business and Operations Managers in the QLD and NT regions. To be successful in this role, you will need to be organised, have strong attention to detail and be able to communicate with a variety of internal and external stakeholders.

****Please note, in addition to being an Affirmative Measures positions, this opportunity is only available to Australian Public Service employees****

Vacancy Information

Job Title:	Project Officer
Classification:	APS 4
Job Type:	Ongoing/Non-ongoing - Full-time Non-ongoing will be offered for up to 18 months initially with the possibility of an extension.
Salary and benefits:	\$65,403 - \$65,994 pa plus 15.4% superannuation and the ability to salary sacrifice up to \$15,900 per FBT year for rent, mortgage or living expenses.
Location	Brisbane, QLD or Darwin, NT
Contact Officer	Business Manager, Timothy Wolfgang – M: 0477 702 393
Closing Date	Sunday 2 August 2021, 11:59PM AEST

P.R.O.U.D.

WE ARE... **PROFESSIONAL RESPECTFUL OPEN UNDERSTANDING DEDICATED**

Duties and Responsibilities

1	Support the Operations Management Team to ensure the effective service delivery of safe, affordable and culturally appropriate services across the region in line with AHL's strategic direction, P.R.O.U.D values, and the APS Values and Code of Conduct.
2	Under the direction of the Business Manager, assist Operation Managers in ensuring that the region's financial, banking and payroll processing is carried out within the required timeframes and within the required standards, policies and procedures of AHL.
3	Work closely with the Operations Management Team in staff recruitment activities across the region; including participating in selection processes.
4	Assist the Operations Management Team in the preparation of travel and accommodation documentation.
5	Under the direction of the Business Manager, provide routine advice and correspondence internally or externally within the region. Respond to enquiries from shared mailboxes and file documents appropriately.
Other	Other duties as directed.

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. The successful candidate will demonstrate:

1	Commitment to working with Aboriginal and Torres Strait Islander peoples and the demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples. This commitment will be shown by your capacity to: <ul style="list-style-type: none"> • Understand Aboriginal and Torres Strait Islander peoples and cultures; • Identify issues affecting Aboriginal and Torres Strait Islander peoples today; and • Communicate respectfully.
2	Ability to work independently, set priorities and complete tasks within set timeframes.
3	Experience in, or the capacity to obtain knowledge in the following areas: <ul style="list-style-type: none"> • APS/AHL Recruitment & Selection practices; • Staff travel and accommodation; • APS Procurement and purchasing processes; and • Personnel Delegations for staff leave and timesheet processes.
4	Excellent communication skills and the ability to foster productive working relationships with a variety of stakeholders. Uphold AHL's P.R.O.U.D values in all aspects of employment.
5	Well-developed conceptual, analytical and problem-solving skills, together with strong attention to detail and drive for continuous improvement.
Other	Current Driver's licence. Valid Working With Children's Check in the relevant state/territory.

Our values:

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



Recruitment Initiatives

AHL vacancies are advertised under various initiatives. This particular vacancy is advertised under the following initiatives:

Affirmative Measures positions (to constitute an Affirmative Measure under subsection 8(1) of the Racial Discrimination Act 1975) are open to Aboriginal and Torres Strait Islander peoples only. To be eligible to apply under the Affirmative Measures initiative, 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.

Successful applicants may be asked to provide documents pertaining to their Indigenous heritage.

Further, this vacancy is only open to Australian Public Service (APS) employees, provided the above eligibility criteria is also met.

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 or obtain a valid Working With Children Check in the relevant state or territory
- 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 CV and completed Application Form to applications@ahl.gov.au by 11:59PM AEDT on the closing date, **Sunday, 2 August 2021**.
3. Please include your name and the vacancy number (9021) in the subject of your email.