



APS 5 Work Health, Safety & Rehabilitation

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.

We are seeking an experienced operator to join the Work Health, Safety and Rehabilitation (WHSR) Team to assist in developing and implementing AHL's WHSR Management System through the provision of targeted initiatives which meet the needs of our customers.

Note: This position will be based in Darwin and will report to the Assistant Director (WHSR), based in Canberra. Interviews for this vacancy will be held in Darwin on **21, 22 or 23 April 2021**.

Vacancy Information

Job Title:	Work Health, Safety and Rehabilitation Officer
Classification:	APS 5
Position Number:	9242
Reports to:	Assistant Director, HR (based in Canberra, ACT)
Job Type:	Ongoing/Non-Ongoing - Full-time
Salary and benefits:	\$72,854 – 77,350 pa plus 15.4% superannuation and the ability to salary sacrifice up to \$15,900 tax-free per FBT year for rent, mortgage or living expenses. The successful applicant may also be required to participate in an on-call roster and will receive restriction allowance.
Location	Darwin, NT
Contact Officer	Philip Howard – 02 6212 2046
Closing Date	11:59PM ACST on 18 April 2021



P.R.O.U.D.

WE ARE... PROFESSIONAL RESPECTFUL OPEN UNDERSTANDING DEDICATED

Position Information:

Duties	<ul style="list-style-type: none">• Contribute to the delivery of work health and safety initiatives under the WHS Management System Plan, in particular implementation and completion of projects in accordance with key performance measures.• Provide WHSR support to NT based Hostel Managers.
	<ul style="list-style-type: none">• Coordinate the ongoing development of the workplace contact officer network in the NT to develop and maintain WHS consultation and communication networks and related initiatives.• Assist in delivery of the WHS Audit, Workplace Inspection and associated WHS outreach initiatives.
	<ul style="list-style-type: none">• Assist with the delivery of Rehabilitation, Early Intervention and Employees Assistance Program services.
	<ul style="list-style-type: none">• Assist in implementing HR initiatives.• Develop and maintain productive working relationships with internal and external stakeholders on a range of rehabilitation matters.• Maintain an excellent working knowledge and understanding of the relevant legislation, policies and procedures.• Assist with WHSR management system administration.• Contribute to the continuous improvement of the AHL WHS management system plan.
	<ul style="list-style-type: none">• 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.

We are looking for a passionate individual with extensive WHSR experience and the following skills and abilities:

Job Capabilities	<ul style="list-style-type: none">• 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.• Sound knowledge and understanding of the relevant legislation, including the Work Health & Safety Act 2011, Safety, Rehabilitation and Compensation Act 1988, Public Service Act 1999, Food Safety legislation and associated regulations and policies.• Proven ability to set priorities, meet deadlines, be accountable and manage a variety of tasks.• A proven high standard of oral and written skills.• Proven ability to maintain confidential and secure electronic records of rehabilitation cases.• Proven ability to use and maintain electronic databases for record management.• Proven sound judgement, decision making and excellent communication skills• Ability to innovate, work collaboratively and seek continuous improvement in relation to rehabilitation systems and processes• Ability to travel, from time to time.
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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 position is an Identified position. Identified positions are open to all members of the community. Indigenous peoples, and non-Indigenous peoples with a commitment to working with Aboriginal and Torres Strait Islander Peoples are encouraged to apply. \

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>

To be eligible for this position, applicants must:

- have previous experience working with Aboriginal and Torres Strait Islander peoples;
- hold General professional OHS certification with Australian Institute of Health and Safety to Practitioner level, or commit to complete this certification;
- have completed the Comcare Claims Management and Rehabilitation Case Managers training, or commit to complete these courses;
- provide proof of Australian Citizenship;
- undergo a Satisfactory National Criminal History Check (prior to engagement);
- meet Fitness for Duty requirements; and
- Obtain and maintain a valid NT Working With Children Check

How to apply:

1. Complete the **Application Form** available from our website www.ahl.gov.au/employment, **including** the one page pitch outlining your skills and experience relevant to the job capabilities and selection criteria for the position.
2. Email your Resume and completed Application Form to applications@ahl.gov.au by 11:59PM ACST on the closing date, **18 April 2021**.
3. Please include your name and the vacancy number (5721) in the subject of your email.