

Position Description

Accommodation Manager, APY TTC

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

 SERVICE	 PROFESSIONALISM	 TRUST	 RESPECT	 COLLABORATION & ENGAGEMENT	 HONESTY & INTEGRITY	 COURAGE & TENACITY	 SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The Anangu Pitjantjatjara Yankunytjatjara Trade Training Centre (APY TTC), located at Umuwa in the remote far north-west of South Australia, is a purpose-built facility that delivers high-quality vocational education and training. The Centre supports Anangu students to gain industry-standard skills and competencies, while working towards their Year 12 certificate, to strengthen future workforce and community opportunities.

As part of this service, the Centre provides a 24-bed student accommodation facility that plays a vital role in supporting access to education and training. The Accommodation Manager is responsible for the overall management and operation of these facilities, ensuring that all guests experience a safe, clean, and welcoming environment.

The Accommodation Manager works closely with Centre Management to ensure smooth day-to-day operations and contributes more broadly to the success of the APY TTC by supporting catering, housekeeping, and general centre functions as required.



Position title	Accommodation Manager, APY TTC
Classification	ASO6
Division	Schools & Preschools
Directorate	Anangu Education Services
Location	Umuwa (APY Lands)
Reports to	Centre Management
Direct reports	Nil
Role description date	December 2025

What you will do (key outcomes)

1. Ensure the effective operation of the APY Trade Training Centre and Student Accommodation facilities through the comprehensive management of accommodation houses. This includes ensuring that facilities are well maintained, welcoming, coordinating bookings, overseeing maintenance, managing cleanliness, and delivering high-quality guest services. These actions contribute to providing a flexible and quality accommodation experience for students and other stakeholders.
2. Coordinate, undertake and review the planning, implementation and monitoring of the APY TTC operations and Student Accommodation facility including short stay accommodation provision, commercial cleaning, catering, re-stocking, grounds keeping and minor facilities maintenance, to promote and support the delivery of a flexible, quality accommodation experience for both Anangu secondary students and other stakeholders.
3. Maintain the quality and functionality of accommodation facilities by overseeing all aspects of Student Accommodation. This encompasses the supervision of cleaning and laundry services, ordering necessary supplies, and managing food services. Furthermore, addressing maintenance requirements promptly ensures the accommodation remains comfortable and fully operational for all users.
4. Build and maintain effective and strong relationships with internal and external stakeholders to align accommodation services with the broader operational goals of the APY TTC. This involves liaising with staff, managing guest inquiries, coordinating bookings and invoicing, and addressing any issues to ensure continuous, smooth operation of accommodation services.
5. Deliver and support the implementation of programs and services that ensure high-quality facilities and accommodation management. Work in collaboration with the Principal Manager and other stakeholders to meet operational objectives and maintain effective day-to-day services.
6. Operate effectively in a unique remote setting, demonstrating a proactive and adaptable approach. Apply strong organisational skills and cultural awareness to support the delivery and maintenance of high-quality services. Work both independently and collaboratively to ensure the needs of students, staff, and community members are met.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)



- **Knowledge of Operational Management:** Demonstrated experience in managing and coordinating the day-to-day operations of accommodation facilities, including short-stay guest services, cleaning and laundry, catering support, stock control, grounds upkeep, and minor maintenance. Proven ability to oversee accommodation services independently and provide support to centre operations in the absence of the Principal Manager
- **Customer Service & Stakeholder Engagement:** Demonstrated experience delivering high-quality customer service by liaising with students, community groups, service providers, and training organisations, including in remote settings. Ability to foster positive relationships and support the effective operation of training facilities and student accommodation.
- **Communication & Interpersonal Skills:** Proven ability to communicate clearly and respectfully with a diverse range of stakeholders, including students, colleagues, service providers, and community groups. Skilled in explaining information in an accessible manner, building cooperative relationships, and working collaboratively to support the successful operation of remote training and accommodation facilities
- **Work Effectiveness, Capability, and Adaptability:** Proven ability to work independently and collaboratively within a small multidisciplinary team under broad direction, analysing complex issues, exercising sound judgment, and managing competing priorities to achieve performance outcomes and meet deadlines. Highly adaptable and flexible, effectively responding to changing operational needs by taking on a wide range of tasks and supporting colleagues across different functions to ensure service continuity and foster a collaborative team culture.
- **Cultural Awareness & Respect:** Demonstrated understanding, sensitivity and respect when working with people from diverse cultural backgrounds, particularly in remote Aboriginal communities. Builds positive relationships by engaging in a culturally appropriate manner and recognising the importance of community values and traditions. Actively contributes to creating an inclusive and respectful environment for guests, colleagues, and stakeholders.
- **Attention to Detail & Commitment to Quality:** Demonstrated a strong attention to detail and a commitment to maintaining high standards across all areas of accommodation management. Ensures cleanliness, presentation, and functionality of facilities, accurate record-keeping, and proper stock and resource management. Consistently upholds quality and safety standards, contributing to a positive and well-maintained environment for guests and staff.
- **Safe and Inclusive Environment:** Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment, valuing individual diversity and ensuring compliance with Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
<p>Key relationships:</p> <ul style="list-style-type: none"> • Education Director, Anangu Lands • Principal Manager, APY Trade Training Centre <p>Internal working relationships:</p> <ul style="list-style-type: none"> • Anangu Education Services Staff 	<p>Essential: Nil</p> <p>Desirable: Relevant vocational qualification and/or licenses including food safety / preparation / catering and/or accommodation service. Provide First Aid certification.</p>



<ul style="list-style-type: none"> • Site Leaders, staff and stakeholders <p>External working relationships:</p> <ul style="list-style-type: none"> • Registered training organisations • Government and non-government service providers • Anangu Land community members, representatives, students and families 	
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Corporate responsibilities	Special conditions
<p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code of Ethics at all times</p> <p>Support diversity and promote an inclusive workplace for everyone</p> <p>Maintain a commitment to Work Health and Safety legislative requirements</p>	<p>You must need a current driver’s license and be willing to drive</p> <p>You may be asked to work out of hours</p> <p>You may need to travel within or outside South Australia</p> <p>You need to achieve mutually agreed performance goals</p> <p>You must have a current Working with Children Check</p> <p>You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training</p> <p>You must be an Australian resident or provide evidence you have a current work permit</p>

<p>Assessed by: Valentina Lopez, P&C Advisor</p>		<p>Approved by: Mat Charleston, Acting Education Director, Flinders Park 1 Education Director Office</p>	
<p>Date: December, 2025</p>		<p>Date: December 2025</p>	

