



Position Description	
Position Title:	Senior Occupational Health & Safety Business Partner (Senior OHS BP)
Location:	Bendigo & Locations across Dja Dja Wurrung Country
Term:	Permanent Ongoing
Hours:	Full time – option to work 9-day fortnight
Classification:	SCHADS Award Level 6
Reports to:	Organisation Development Manager

Overview of DJAARA and its Enterprises

The Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC), now trading as DJAARA, actively works to progress the aspirations of the Dja Dja Wurrung community. It is incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) and is regulated by the Office of the Regulator of Indigenous Corporations (ORIC). Established in 2004, the principal objectives and responsibilities of the corporation are to:

- Promote the health and wellbeing of the Dja Dja Wurrung People.
- Protect and promote the laws, culture, property rights and human rights of the Dja Dja Wurrung People.
- Exercise rights under the Recognition and Settlement Agreement on behalf of the Dja Dja Wurrung People

DJAARA is also a Registered Aboriginal Party the sole owner of Dja Dja Wurrung Enterprises Pty Ltd, trading as DJANDAK, DUMAWUL and DJAKITJ. Our businesses include natural resource management, food and fibre, cultural awareness, arts and tourism.

The Dja Dja Wurrung Clans Aboriginal Corporation, trading as DJAARA and Dja Dja Wurrung Enterprises Pty Ltd, make up the Dja Dja Wurrung Group.

Primary Purpose of the Position:

The DDW Senior OHS Business Partner is responsible for leading and managing the DDW Group Occupational Health & Safety programs to ensure a safe, healthy, and compliant working environment. This role develops and implements group wide OH&S strategies, policies, and procedures aligned with legislative requirements and the DDW Group values. A key focus of this role is supporting the mental and physical wellbeing of our people, embedding a strong safety culture where everyone feels safe, respected, and valued both at work and within the community.

Reporting relationships

This position will operate under limited direction of the Organisation Development Manager and is required to exercise a degree of independence and leadership in undertaking day to day activities.

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DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421



Accountabilities

- Develop, implement, and review OH&S policies, procedures, and programs in compliance with relevant legislation, including the Occupational Health and Safety Act 2004 (Vic).
- Lead the identification, assessment, and mitigation of workplace risks and hazards to ensure a safe working environment.
- Provide expert advice and support to managers and staff on OH&S matters, including incident reporting, risk management, and emergency response.
- Coordinate and conduct OH&S training, workshops, and inductions for employees, ensuring a strong safety culture.
- Oversee incident investigations, identify root causes, and implement corrective actions
- Oversee return-to-work programs and WorkCover processes, supporting employees in their recovery and reintegration while ensuring compliance with legislative requirements and best practices
- Ensure compliance with pre-employment fit for work testing requirements.
- Monitor and report on OH&S performance metrics, trends, and continuous improvement initiatives.
- Collaborate with key stakeholders to promote a culture of safety, accountability, and continuous improvement.
- Manage audits and inspections to ensure workplace compliance with safety regulations and internal standards.
- Contribute to strategic planning, budgeting, and resource allocation related to OH&S activities.
- Champion initiatives that support mental health awareness, resilience, and overall wellbeing for all staff, fostering a workplace where people feel safe, valued, and heard.

Key Selection Criteria

- Tertiary qualifications in Occupational Health & Safety or a related field.
- Demonstrated experience in managing OH&S programs within a complex organisation.
- Strong understanding of OH&S legislation, standards, and best practices.
- Excellent communication, negotiation, and interpersonal skills.
- Proven ability to influence and build strong relationships with diverse stakeholders.
- Strong problem-solving, analytical, and decision-making capabilities.
- Ability to work independently, manage competing priorities, and meet deadlines.
- Experience working with Aboriginal and Torres Strait Islander communities is highly desirable.
- Car license and ability to travel within Dja Dja Wurrung Country region is essential.

Other Requirements

- An understanding and/or commitment to safe work practices
- High ethical standards and personal integrity & a high degree of self-motivation
- Ability to maintain confidentiality
- An understanding of the importance of Country to Traditional Owners and the recognition of Dja Dja Wurrung as the traditional owners of central Victoria.
- An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
- A commitment to and understanding of Dja Dja Wurrung Culture and Aboriginal self-determination

CONTACT

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