

**YORTA YORTA NATION ABORIGINAL CORPORATION
POSITION DESCRIPTION
OHS OFFICER**

KEY DETAILS:

POSITION TITLE:	OHS Officer
REPORTS TO:	HR Manager
CONTRACT TYPE:	Full-Time, Ongoing
DIRECT REPORTS:	Nil
AWARD:	Award Free
PRIMARY LOCATION:	Barmah or Shepparton Office with weekly travel to all sites
DATE/REVISION DATE:	February 2026/February 2027

POSITION SCOPE:

The OHS Officer is responsible for the implementation, maintenance and continuous improvement of YYNAC's Occupational Health and Safety Management System (OHSMS), policies and procedures. This role ensures compliance with relevant health and safety legislation, fosters a proactive safety culture, and minimises risks to employees, contractors, and visitors.

ORGANISATIONAL VISION:

'Learning from the past to build on Yorta Yorta's future'

ORGANISATIONAL VALUES:

- **Professional Integrity**
We treat all our people with dignity and respect
- **Quality**
We will always strive to do our best and improve the way we do things
- **Responsibility**
We commit to the actions we take to achieve the best possible outcome for our people

KEY ACCOUNTABILITIES/RESPONSIBILITIES

This role is responsible for, but not limited to, the following accountabilities in line with the organisation's strategic plan. Accountabilities may change at any time, subject to business needs.

Some of the key duties will include:

- Develop and implement OHS strategies aligned with organizational goals and legislative requirements.
- Provide advice to senior management on OHS matters and risk mitigation.

- Establish and maintain OHS policies, procedures, and programs.
- Regularly review and update safety protocols to reflect best practices and legislative changes.
- Conduct comprehensive risk assessments and implement control measures to mitigate identified hazards.
- Monitor workplace environments to ensure ongoing safety compliance.
- Identify training needs and certifications required for all staff ensuring that all training needs are fulfilled.
- Design and deliver OHS training programs to enhance staff awareness and competence.
- Coordinate with Human Resources induction programs for new employees and contractors.
- Lead investigations into workplace incidents, identify root causes, and implement corrective actions.
- Maintain accurate records of incidents and report findings to relevant stakeholders.
- Prepare and submit regular reports on OHS performance metrics to the executive team.
- Promote a culture of continuous improvement in health and safety practices.
- Ensure that all plant, equipment and mobile machinery including motor vehicles are in safe working order and maintained as per manufacturer specification.
- Understand and comply with all relevant policies and procedures as may be amended from time to time.
- Perform all accountabilities in an efficient and proactive manner to deliver quality outcomes
- Contribute as an effective team member to complete all tasks within your skills level, including assisting team members.
- Proactively raise any health and safety issues with management as may be identified from time to time.

PERSON SPECIFICATION

The appointee should possess the following skills, abilities and experience:

Qualifications

- Certificate IV or Diploma in Work Health and Safety.
- Undergraduate degree in OHS (Highly regarded).

Skills and Experience

- At least 2 years' experience in an OHS position is essential.
- Demonstrated experience in developing and implementing safe work practices.
- Sound knowledge of OHS legislation and standards.
- Demonstrable ability to communicate and develop relationships across all levels of the organisation.
- Proven experience in building rapport and influencing a culture of safety at all levels within an organisation.
- Experience in conveying complex legislative requirements into clear and actionable advice and recommendations to Staff and Senior/Executive Management Teams.

- Willingness to travel between sites (Barmah, Shepparton, Moama and future locations).
- Demonstrable ability to treat all matters with fairness and equity.
- Strong organisational and time management skills.
- Understand and comply with all relevant policies and procedures as may be amended from time to time.
- Perform all accountabilities in an efficient and proactive manner to deliver quality outcomes.
- Contribute as an effective team member to complete all tasks within your skills level, including assisting team members.
- Proactively raise any health and safety issues with management as may be identified from time to time.

Desirable:

- Previous experience working with Traditional Owner, not-for-profit or community led organisations is viewed favourably.

OTHER RELEVANT INFORMATION:

- Commitment to equal opportunity principles and occupational health and safety requirements.
- All positions with YYNAC require a negative Drug and Alcohol Test, Police Check and Working with Childrens Check to be submitted prior to commencement of employment.
- Disclosure of any pre-existing illness or injury which could be affected by the position duties. Under section 82(7) of the Accident Compensation Act, failure to disclose such pre-existing illness or injury will mean that, if employed, compensation for that condition will not be paid.

MORE ABOUT THE CORPORATION:

Yorta Yorta Nation Aboriginal Corporation (YYNAC) was formed in 1998 to represent the rights and interests of the Yorta Yorta Nation and its members. Integral to acquiring these rights was the appointment of YYNAC as a RAP with defined legislative functions in 2007, following commencement of the Aboriginal Heritage Act 2006 (Vic) and the subsequent signing in 2010 of the YYNAC Co-Management Agreement with the State of Victoria.

YYNAC is governed by a Board of Directors of 7 Yorta Yorta People elected at the YYNAC Annual Meetings. The YYNAC membership is by connection to Yorta Yorta Apical Ancestors who are represented through 16 Family Groups. The Yorta Yorta Council of Elders (COE) comprises membership from the 16 Family Groups and are responsible for protecting and promoting the interests of Yorta Yorta Nation. The COE has responsibility for decision making on applications for activities proposed on our Country. They are the Knowledge Keepers for our tangible and intangible heritage and culture, including with respect to the return of our Ancestral Remains and cultural objects on behalf of the Yorta Yorta Nation.

Yorta Yorta traditional Country covers a wide area in New South Wales and Victoria and is subject respectively to state and commonwealth legislative processes, including the Victorian Aboriginal Heritage Act 2006 (the Act).

The role of YYNAC includes to protect and manage the cultural rights and interests, support and advancement of the aspirations of Yorta Yorta People as outlined in the Yorta Yorta Whole of Country Plan 2021-2030 and YYNAC Strategic Plan.

