Position title	**People and Culture Business Partner**			
Reports to	Senior Manager, People and Culture			
Identified role	Yes	PD Review Date	31 January 2028	
Classification	Administration (Admin) 6.1-6.4			
Program	People and Culture			
Status	Fixed Term			
Location	**Binyolkga - 28-30 Knuckey Street Darwin NT 0800**			
Created	January 2026		Position Number	P0453

OVERVIEW OF DANILA DILBA HEALTH SERVICE (DDHS)

Background

Established in 1991, Danila Dilba Health Service (DDHS) is a community-controlled organisation providing comprehensive primary health care services to Biluru communities in the Yilli Rreung Region of the Northern Territory.

Vision

Biluru people of the Yilli Rreung region experience health, well-being and quality of life outcomes that are equal to, or greater than that of non-Indigenous Australians.

Purpose

The purpose of DDHS is to improve the physical, mental, cultural, and social wellbeing of the Biluru people of the Yilli Rreung region through innovative, culturally safe, and effective comprehensive primary health care programs and services.

Values

- Respect
- Trust, honesty, and integrity
- Fairness, transparency, and accountability
- High professional standards, ethics, and quality

SUMMARY

The People & Culture Business Partner plays a key role in supporting Danila Dilba Health Service to deliver its strategic and operational objectives through strong, culturally safe people practices. Reporting to the Senior Manager People & Culture, the role partners with leaders across the organisation to provide practical and strategic People & Culture advice, manage employee and industrial relations matters, and support workforce planning, recruitment and organisational development initiatives.

PRIMARY RESPONSIBILITIES

Strategic People & Culture Partnership

- Partner with the Senior Manager People & Culture and program leaders to deliver People & Culture initiatives aligned to Danila Dilba Health Service's strategic objectives, values and community-controlled model.

- Provide trusted, culturally informed people and workforce advice to managers, supporting safe, effective and values-led decision-making.
- Support the implementation of the People & Culture Strategy and Aboriginal Workforce Plan, ensuring alignment with service delivery priorities.

Leadership & Team Management

- Provide day-to-day leadership, coaching and supervision to the People & Culture Officer and Recruitment Officer, building capability, accountability and professional development.
- Allocate and prioritise work across the People & Culture operational and recruitment functions to ensure timely, high-quality service delivery.
- Model Danila Dilba values and culturally safe leadership practices within the People & Culture team.

Workforce Planning, Recruitment & Retention

- Lead workforce planning activities in collaboration with program leaders, including vacancy management, role design and succession planning.
- Oversee end-to-end recruitment processes, ensuring culturally appropriate, timely and compliant recruitment practices.
- Support initiatives to strengthen attraction, onboarding, retention and career pathways, with a strong focus on growing and supporting an Aboriginal workforce.

Employee & Industrial Relations

- Provide high-level advice and case management support on employee relations matters, including performance management, misconduct, grievances, disciplinary processes and terminations.
- Interpret and apply the Danila Dilba Enterprise Agreement(s), relevant awards and industrial legislation, escalating complex or high-risk matters to the Senior Manager People & Culture as required.
- Support consistent and fair people management practices across the organisation.

Leadership Capability & Performance

- Coach and support managers to build confidence in people leadership, including performance management, difficult conversations and managing underperformance.
- Support the implementation of performance and development processes that build workforce capability and accountability.
- Contribute to leadership development initiatives and internal progression pathways.

Culture, Engagement & Wellbeing

- Promote a positive, inclusive and culturally safe workplace culture that reflects Danila Dilba's values and commitment to Aboriginal community control.
- Support initiatives that strengthen employee engagement, wellbeing and psychosocial safety across the organisation.
- Work collaboratively with leaders to address workplace issues that impact morale, safety and retention.

Policy, Governance & Risk

- Support the development, implementation and review of People & Culture policies, procedures and frameworks to ensure legislative, industrial and governance compliance.
- Identify people-related risks and support leaders with proactive mitigation strategies, escalating significant risks to the Senior Manager People & Culture.
- Contribute to audit, compliance and governance reporting as required.

Data, Reporting & Continuous Improvement

- Use workforce data and insights to identify trends, inform decision-making and recommend improvements across people practices.
- Prepare reports and briefings for the Senior Manager People & Culture, Executive and governance forums as required.
- Drive continuous improvement in People & Culture systems, processes and service delivery.

Stakeholder & Community Engagement

- Build strong, respectful relationships with internal stakeholders across programs and services.
- Work collaboratively with Aboriginal leaders, staff and community stakeholders in line with Danila Dilba's cultural governance and values.
- Represent the People & Culture function professionally and respectfully across the organisation.

SELECTION CRITERIA

Essential

- Identify as Aboriginal or Torres Strait Islander.
- Relevant qualifications in Human Resources, Industrial Relations, Business or a related field or substantial experience in a senior People & Culture or HR Business Partner role.
- Demonstrated experience providing practical and strategic HR advice across employee relations, performance management and workforce matters, with sound knowledge of Australian employment legislation and enterprise agreements.
- Proven ability to lead, supervise and develop People & Culture staff, including workload prioritisation and capability building.
- Experience supporting workforce planning, recruitment, retention and organisational development in a complex service delivery environment.
- Demonstrated cultural competence and commitment to culturally safe practice when working with Aboriginal and Torres Strait Islander peoples.
- Strong communication and stakeholder engagement skills, with the ability to manage sensitive and complex issues with sound judgement.
- Ability to use workforce data, manage risk and contribute to compliant, continuously improving People & Culture practices.

Desirable

- Experience working in an Aboriginal Community Controlled Health Organisation (ACCHO) or similar not-for-profit, health or community sector environment.
- Experience supporting enterprise agreement implementation or negotiations.
- Formal or informal leadership development training or coaching experience.
- Experience contributing to organisational change or transformation initiatives.

Appointment is subject to

- Willing to undergo a Police Check.
- Ability and willingness to obtain a Working with Children Clearance (Ochre Card).
- Current driver's licence
- Fully vaccinated against COVID-19 or an exemption as listed on the Australian Immunisation Register (AIR) be submitted.
- Full rights to work in Australia.

DDHS Expectations

- Contribute to the efficient and effective functioning of their team or work unit to meet the organisation's objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, assisting team members if required and undertaking other key responsibilities or activities as directed by one's supervisors.
- Read, understand, and comply with all DDHS policies and procedures.
- Be aware of the requirements of the DDHS's risk management framework; identifying, assessing, managing, and escalating risks; and exercising a duty of care.
- Work at and travel between other DDHS locations may be required from time to time.
- Complete all mandatory training as required by DDHS.
- Demonstrate understanding of the principles of anti-discrimination, staff and trainee's equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies, and programs.

Work Health & Safety

- Ensure all activities comply with WHS legislation and DDHS policy & procedure.
- Implement & monitor risk management activities including, but not limited to, workplace inspections, incident/hazard investigation and follow-up, and implementation of risk controls.
- Analysis of WHS training requirements for staff including the provision of training and monitoring of training to ensure completion and currency.

Created / Reviewed by	Approved	Changes made
P&CM		Created
Executive Manager	David Blair (May 11, 2026 08:36:54 GMT+9.5)	
Chief Finance Officer	Manoshanth Balasingam (May 11, 2026 11:47:32 GMT+9.5)	
Chief Executive Officer		