




Executive Officer to the Chief Executive

Position Description

Office of the Chief Executive

Adelaide | Level 3

	<p>About ONRSR</p> <p>The Office of the National Rail Safety Regulator (ONRSR) plays an integral role in keeping Australians safe across the nation's vast and varied rail networks. Headquartered in Adelaide, and with offices around the country, ONRSR is an independent regulatory authority that encourages safe rail operations, enforces national compliance with the <i>Rail Safety National Law</i>, and promotes and improves rail safety throughout Australia.</p> <p>Our People and Culture</p> <p>At ONRSR we aim to enhance and promote rail safety nationally through effective risk-based regulation. To achieve that, we need people with the vision to contribute to the safety of Australia's railways – people who are professional and motivated by the opportunity to improve rail safety and by the benefits this delivers to the Australian community.</p> <p>Our culture reflects our values of Integrity, Respect, Independence, Diligence and Excellence in the way we work, lead and engage with others. Our culture blueprint guides us to create a respectful, inclusive and equitable workplace – where diversity is embraced, and every individual can contribute, grow, and thrive. Every role plays a part in shaping this culture.</p> <p>Our purpose</p> <p>Safe railways for Australia</p>
	<p>The Role – Your impact and contribution</p> <p>The Executive Officer to the Chief Executive plays a pivotal role in supporting the Chief Executive/Regulator, the Office of the Chief Executive with a wide range of executive level of administration, secretariat, stakeholder liaison and project assistance services. You will focus on ensuring the Chief Executive/Regulator is prepared and informed on relevant matters and priorities in a timely manner.</p> <p>A substantial focus of this role includes operating with sound judgement and understanding of the political environment in which the Chief Executive/Regulator operates including liaising effectively with internal and external stakeholders (including Ministerial staff). Crucial to this role will be to exercise a high degree of initiative, discretion and confidentiality.</p>
	<p>Key Relationships</p> <p>Reports to: Chief Executive</p> <p>Internal: All staff including the Executive Team</p> <p>External: Non-Executive members, Independent members and key industry stakeholders</p>



Your Responsibilities

Activities

Combining your enthusiasm for planning and organisation and your demonstrated experience providing support to Executive leaders you will:

- Act as the point of contact for the Office of the Chief Executive by liaising with stakeholders and undertaking requests to coordinate communications efficiently to meet deadlines.
- Provide executive administrative support to the Chief Executive, including managing the Chief Executive's diary and inbox to ensure efficient scheduling and timely communication, supporting accessibility and responsiveness across all stakeholders.
- Prepare, coordinate and review communications, correspondence, and briefing/meeting papers for the Chief Executive ensuring they are appropriate, accurate and timely.
- Coordinate, take minutes, prepare agenda and draft papers for all the Chief Executive meetings including meetings with independent investigation agencies.
- Build and maintain strong professional relationships with key staff members within all stakeholder offices (internal and external) including but not limited to Government, Minister Offices and industry, and liaise effectively to support the function of the Office of the Chief Executive.
- Co-ordinate internal connection opportunities with the CE and staff for example, organising ONRSR office morning teas and Q&A sessions.
- Maintain ONRSR's external stakeholder/contacts database.
- Provide secretariat services to the Governance Committees as required, including preparation of agendas and minutes and following up on action items.
- Coordinate the Chief Executive's and the Non-Executive Members and Independent Members travel arrangements and itineraries including undertaking credit card reconciliation for the Chief Executive and Non-Executive Members.
- Raise purchase orders on behalf of the Office of the Chief Executive.
- Perform a range of office support services in the Adelaide office including, but not limited to, being a point of contact for visitors, accepting and arranging deliveries, answer incoming calls to the ONRSR phone number, and catering, stationery supplies, courier bookings and mail registration to support the Office Manager.
- Conduct research tasks and assist in the drafting of correspondence and preparation of reports, presentations and any related papers to support the Chief Executive.
- Assist in maintaining effective records management systems, relevant file notes, including electronic and hard copy filing.
- Provide specific services in relation to a range of financial, human resource, learning and development, WHS, IT and communication support, contract and procurement matters for the office of the Chief Executive.
- Develop and maintain quality system documentation on administrative procedure specific to your role.
- Contribute and assist in the implementation and evaluation of administrative practices, systems and procedures to optimise efficiency and support the achievement of quality outcomes.

What you Bring – Key Competencies

Key to success in this role is that you have:

- A blend of executive-level coordination, exceptional organisation skills with attention to detail, and showcase strong emotional intelligence.



- Highly developed verbal and written communication, liaison and interpersonal relationship skills to confidently build and maintain strong, trusting relationships with internal and external stakeholders, fostering collaboration and ensuring effective communication and accessibility to support operational requirements.
- Proven experience to sensitively and strategically navigating competing priorities and diverse stakeholders.
- High level of proficiency and experience in using Microsoft Suite of products including SharePoint and Teams is essential.
- The ability to anticipate needs, solve problems independently and/or recognising the appropriateness of escalating matters to the relevant roles, and have strong time-management skills including ability to organise and coordinate multiple concurrent activities.
- The ability to perform confidently under pressure, demonstrating resilience and adaptability, to resolve unanticipated tasks with sound judgement
- A high level of confidentiality and discretion.
- A proactive, collaborative mindset and demonstrated capacity to work independently and within a team environment.
- Proficiency in records management in a complex organisation.

Helpful qualifications and experience

Minimum of 4 years' experience in providing comprehensive high level office management and executive administration support function for a Chief Executive and event management skills would be viewed favourably.

Your compliance

As a regulator, it is important that we are all on the same page when it comes to safety and risk management and everyone at ONRSR is responsible to actively supporting this aspect of our role to promote a positive and safe culture. ONRSR has a zero tolerance to the use of alcohol and non-prescription drugs for all workers while undertaking ONRSR work. This includes workers recalled to duty unexpectedly who should decline to work if doing so puts them in breach of the Drug and Alcohol Policy.

Other items of note

On occasions, this role will require you to work outside of normal business hours, on weekends and public holidays to support matters of urgency. There is a requirement to travel which may include short stays in ONRSR interstate offices. If you would like more information about how ONRSR regulates please read the [ONRSR Way 2020](#).

Privacy Notification

ONRSR requires personal information and documents relevant to your employment. The collection and handling of this information will be consistent with the requirements of relevant privacy laws.



Our Commitment to you and your Commitment to ONRSR

ONRSR is genuinely committed to investing in the capability of its team and is proud of its structured Regulatory Officer Training Program that supports Regulatory Officers in learning the *ONRSR Way* to rail safety compliance in a supportive environment. All team members can access opportunities to learn key skills in their role and about

regulation through this integral program. The success of these programs relies on your engagement, openness to learning and willingness to share with your peers.

ONRSR expects its people to contribute to the efficient and effective functioning of the organisation to meet ONRSR and team strategic goals. This includes actively participating in the Performance Development Plan; demonstrating appropriate and professional behaviours in accordance with the Code of Conduct and values; providing assistance to team members if required; and undertaking other key responsibilities or activities as directed.

I have read and understood the requirements of the position and agree to carry out the key responsibilities to the best of my ability.

I understand that I may be required to perform other duties from time to time to fulfill the position requirements.