




Information Management Officer

Position Description

Corporate Services

	<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</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, whose values align with ONRSR's values of independence, respect, integrity, diligence and excellence. People motivated by the opportunity to improve rail safety and by the benefits this delivers to the Australian community.</p> <p>Our purpose</p> <p>Safe railways for Australia</p>
	<p>The Role – Your impact and contribution</p> <p>The Information Management Officer plays a crucial role in working with key stakeholders to ensure ONRSR maintains an effective and compliant Records Management Framework. The role ensures the ongoing administration of ONRSR's Records Management Framework and policies, supported by business improvement activities. You will play a pivotal role in improving organisational understanding in the application of a good information and records management culture.</p> <p>The roles' ongoing support in developing and enhancing ONRSR's Information Management capabilities is essential to the achievement of the organisation's regulatory responsibilities and business goals.</p> <p>You will also support the Manager, Internal Audit Assurance and Enterprise Risk in reviewing and maintaining the status of enterprise risks, controls and remediation plans.</p>
	<p>Key Relationships</p> <p>Reports to: Manager, Internal Audit Assurance and Enterprise Risk</p> <p>Internal:</p> <ul style="list-style-type: none"> • Executive Director Corporate Services • Business Technology Support team • Data Governance Committee • Risk Coordinators • Corporate Governance Officer <p>External:</p> <ul style="list-style-type: none"> • State Records Office



Your Responsibilities

Combining your enthusiasm for effective data and records management, risk management and business improvement, you will:

- Manage the creation, retention, disposal and archival of records in compliance with relevant legislation and ONRSR policies.
- Review and maintain the Records management Framework and supporting policies and procedures.
- Deliver business improvement initiatives to enable identified outcomes in the Information Management Strategic Plan to be achieved.
- Actively monitor and report on the quality and integrity of records held in the ONRSR information management systems including records and data held within other ONRSR line-of-business applications.
- Work under general direction, to established priorities, meet deadlines and exercise discretion, confidentiality and sound personal judgement.
- Provide advice to staff in relation to records and information management activities and enquiries.
- Deliver structured training to end-users.
- Apply a risk management approach to identifying and analysing ONRSR's Information Management needs in accordance with the State records Act and other legislative requirements.
- Support risk owners and risk coordinators in the review and identification of enterprise risks.
- Maintain risk registers and report on the status of enterprise risks, controls and remediation plans.




What you Bring – Key Competencies

Key to success in this role:

- Working knowledge of relevant legislation including State Records Act 1997, Information Privacy Principles, Electronic Transactions Act 2000, including experience in the development and/or review of an operational Records Disposal Schedule (RDS).
- Practical experience in the development, use and administration of an enterprise document and Records Management Framework.
- Sound knowledge of Information architecture and data governance good practice
- Experience in document control processes, information management and use of databases.
- Good working knowledge of SharePoint and it's features.
- Ability to review and analyse situations, processes and systems, including recommending and implementing changes as appropriate.
- Sound written and verbal communication skills.
- Excellent attention to detail.
- General knowledge of best-practice risk management methods, systems and tools

Helpful qualifications and experience

- Qualifications and/or demonstrated experience in records and information management or related discipline.

	<ul style="list-style-type: none"> • Knowledge and experience working in a regulated environment ie. State or Local Government. <p>Your compliance</p> <p>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.</p> <p>Other items of note</p> <p>On occasions, this role will require you to work outside of normal business hours, on weekends and public holidays. 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.</p> <p>Privacy Notification</p> <p>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.</p>
	<p>Our Commitment to you and your Commitment to ONRSR</p> <p>ONRSR is genuinely committed to investing in the capability of its staff and is proud of its structured Regulatory Officer training program that will support Regulatory Officers in learning the <i>ONRSR Way</i> to rail safety compliance in a supportive environment. Opportunities to learn key skills in both a classroom and infield setting are made available through the delivery of our training program and advancing your skills and knowledge in these areas is also available within this program. The success of this program also relies on your engagement and willingness to coach and mentor staff.</p> <p>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 and Review process; demonstrating appropriate and professional behaviours in accordance with the Code of Conduct and values; assisting team members if required; and undertaking other key responsibilities or activities as directed.</p> <p>I have read and understood the requirements of the position and agree to carry out the key responsibilities to the best of my ability.</p> <p>I understand that I may be required to perform other duties from time to time to fulfill the position requirements.</p>