




# National Manager, Investigations

## Position Description

National Operations

Permanent, Senior Manager 1

	<p><b>About ONRSR</b></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><b>Our People</b></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><b>Our purpose</b></p> <p>Safe railways for Australia</p>
	<p><b>The Role – Your impact and contribution</b></p> <p>The <b>National Manager, Investigations</b> provides strategic leadership of the investigation function to achieve regulatory objectives by ensuring that safety deficiencies and breaches of legislative or accreditation requirements are identified and that appropriate regulatory responses are recommended.</p> <p>The position predominantly reports to the Chief Operating Officer however the position also provides a direct reporting line to the Chief Executive where investigations identify findings against ONRSR.</p>
	<p><b>Key Relationships</b></p> <p><b>Reports to:</b> Chief Operating Officer</p> <p><b>Internal:</b> General Counsel, General Managers, and all ONRSR staff across all locations.</p> <p><b>External:</b> Accredited Rail Transport Operations</p>
	<p><b>Your Responsibilities</b></p> <p>Using your experience in leading investigation teams to deliver a high level of leadership, management, and coordination of a high performing national team of rail safety Investigators, you will:</p>



- Manage the investigation function to ensure that investigations are appropriately thorough, and evidence provided complies with all relevant legislation.
- Ensure assigned regulatory tasks including site visits, inspections and investigations comply with the policies, procedures, and business processes of ONRSR.
- Ensure detailed analysis of rail transport operator's compliance with its safety management system as an input to investigations.
- Ensure that technical issues are identified, and appropriate specialist input obtained for specific aspects of investigations.
- Manage the investigation input into the preparation of prosecution briefs based on completed investigation reports to support court actions.
- Ensure investigations are appropriately resourced and that appropriate incident response capacity is maintained.
- Ensure all investigators across ONRSR are trained appropriately and have ongoing professional development opportunities to keep skills current.
- Ensure procedures and work instructions to support investigations are regularly reviewed and updated.
- Provide high level strategic and technical advice to the Chief Operating Officer.
- Actively liaise as appropriate with relevant General Manager on the status and outcomes of investigations.
- Other duties as directed for the purpose of discharging the functions required by the role.



#### **What you Bring – Key Competencies**

Key to success in this role is that you have:

- Appropriate tertiary qualifications in a safety, investigation or engineering discipline or equivalent work experience.
- Demonstrated management experience in transport or safety within a regulatory, operational, or heavy engineering environment.
- Demonstrated high level experience in the conduct and management of investigations in a safety environment.
- Demonstrated high level experience in the interpretation and administration of legislation.
- Demonstrated ability to provide leadership and mentoring of staff.
- Demonstrated high level understanding of the principles of integrated safety management systems, risk management and their application to railway operations and the *Rail Safety National Law*.
- Excellent interpersonal and written and verbal communication skills, including the ability to effectively consult, liaise and negotiate with internal and external stakeholders and in particular rail transport operators and to facilitate their cooperation and support to achieve desired outcomes.
- Possess self-motivation and flexibility of approach, able to make decisions and adopt work practices to meet changing work requirements and situations.

- Management experience in the delivery of a major function within an organisation.

**Helpful qualifications and experience**

Experience and qualifications in the rail industry is highly desirable.

You must hold and maintain a current driver's licence, the right to work in Australia and be comfortable to undertake a criminal history check and meet the requirements of a Category 3 Rail Safety Worker in accordance with the National Standard for Health Assessment of Rail Safety Workers.

**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. 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 staff and is proud of its structured Regulatory Officer training program that will support Regulatory Officers in learning the *ONRSR Way* 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.

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; providing assistance to team members if required; and undertaking other key responsibilities or activities as directed.

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