




Paralegal / Executive Assistant

Position Description

Statutory Compliance

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 Paralegal / Executive Assistant provides support to the Executive Director, Statutory Compliance and the members within the team. This role combines legal and compliance casework assistance with executive administration duties.</p> <p>The role contributes to the effective management of ONRSR's enforcement and litigation responsibilities, while ensuring the Executive Director is supported in delivering strategic and operational outcomes.</p>
	<p>Key Relationships</p> <p>Reports to: Executive Director, Statutory Compliance Internal: All staff including the Executive Team External: Non-Executive members, courts, external counsel and other stakeholders.</p>
	<p>Your Responsibilities</p> <p>Activities</p> <p>Combining your enthusiasm for planning and organisation and your demonstrated experience in providing executive support, you will:</p>



Legal and Casework Support

- Conduct legal research and prepare case summaries, briefing notes, and chronologies.
- Assist in the preparation of court documents, affidavits, briefs to counsel, witness statements, and exhibits.
- Support lawyers and prosecutors in case preparation, including collation, indexing, and management of evidence.
- Monitor deadlines for filings and case management orders, ensuring compliance with statutory and court requirements.
- Provide support during hearings, including document management and liaison with witnesses and counsel.

Compliance and Regulatory Support

- Assist with the drafting and review of statutory notices, directions, and other compliance-related documents.
- Maintain accurate case files and contribute to ONRSR's records management systems.
- Contribute to the development and review of prosecutorial guidelines and compliance procedures.

Executive Assistant Functions

- Manage the Executive Director's diary, travel arrangements, and scheduling of meetings.
- Prepare, coordinate, and review communications, correspondence, and briefing papers for the Executive Director.
- Coordinate agenda papers, take minutes where required, and track action items for internal and external meetings.
- Liaise with internal and external stakeholders on behalf of the Executive Director.
- Undertake expense reconciliations, credit card processing, and other administrative tasks to support the Statutory Compliance team.

Project and Administrative Support


- Co-ordinate the engagement of external legal services.
- Create purchase orders and process invoices for the Statutory Compliance team.
- Undertake credit card reconciliation for the Executive Director, Statutory Compliance as required.
- Provide project assistance on compliance and enforcement initiatives.
- Assist with preparation of reports, presentations, and committee papers.
- Contribute to the continuous improvement of administrative and legal support systems.



What you Bring – Key Competencies

Key to success in this role is that you have:

- Highly developed verbal and written communication, liaison and interpersonal relationship skills to interact and foster trust and cooperation effectively with all levels of management and staff of public and private sector stakeholders.

	<ul style="list-style-type: none"> • Proven experience in records management in a complex organisation is essential and experience in using Microsoft Suite of products including SharePoint. • Proven experience in maintaining professionalism and strict confidentiality of information. • A proactive, collaborative mindset and demonstrated capacity to work independently and within a team environment. • Strong legal research and analytical skills with the ability to interpret legislation, case law, and prosecutorial guidelines. • Demonstrated ability to draft accurate and concise legal documents and correspondence. • High-level organisational skills with capacity to manage competing priorities and deadlines. • Ability to balance paralegal duties with executive support functions. • Proven discretion and ability to maintain confidentiality. <p>Helpful qualifications and experience</p> <ul style="list-style-type: none"> • Completion (or near completion) of a law degree or equivalent legal studies. • Prior paralegal or legal support experience, ideally in regulatory, criminal, or administrative law. • Experience providing EA support to a senior executive is highly desirable. • Familiarity with the Rail Safety National Law, or other complex regulatory schemes, will be viewed favourably. <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 team and is proud of its structured Regulatory Officer Training Program that supports Regulatory Officers in learning the <i>ONRSR Way</i> 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.</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 Plan; demonstrating appropriate and professional behaviours in accordance with the Code of Conduct and values; providing assistance to team member s 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>
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