

Principal Rail Safety Officer, Accreditation

Position Description

National Operations

Permanent, Level R03

	<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 Principal Regulatory Officer – Rail Safety Officer (Accreditation) is essential to providing day to day operational support to the National Manager, Regulatory Operations and the National Operations accreditation team by leading and guiding regulatory activities with a primary focus on accreditation matters. The position provides operational support for rail safety to the National Manager, Regulatory Operations. ONRSR Rail Safety Officers work closely with rail operators and their rail safety workers to undertake functions of assessing accreditation-related applications, monitoring safety performance, responding to issues and enforcing the law, as required, with the aim of maintaining and improving safety. ONRSR's Rail Safety Officers have responsibility for providing the regulatory oversight necessary to ensure rail operations in Australia are being managed safely.</p>
	<p>Key Relationships</p> <p>Reports to: National Manager, Regulatory Operations or nominee as authorised by the Chief Operating Officer</p> <p>Internal: All ONRSR staff across all locations</p> <p>External: Accredited Rail Transport Operations, Rail Safety Workers</p>



Your Responsibilities

Regulatory Activities

Using your in depth understanding of the regulatory role, complex regulatory theories and strategies and your demonstrated experience and understanding of ONRSR's policies, procedures and business processes, you will:

- Support the National Manager, Regulatory Operations in all office operations.
- Operate as the lead in supporting and guiding the National Accreditation Team in the coordination and delivery of safe railway activity for all accreditation activities.
- Lead complex programs of work with a focus on accreditation activities.
- Assess applications for all aspects of accreditation and registration including notifications of change (as required).
- Coordinate all audits, inspections, site visits enquiries, education and meetings for the National Accreditation Team.
- Consistently engage in decision making in accordance with the provisions of the Rail Safety National Law and relevant ONRSR policies and procedures including directing the implementation of relevant systems, policies, standards and procedures in a consistent ONRSR way.
- Lead the review of complex regulatory risk assessments.
- Provide high level and quality written reports on accreditation activities undertaken including appropriate analysis and data to support the role, regulatory functions and recommendations to the National Manager Regulatory Operations.
- Liaise, consult, and provide authoritative advice on rail safety matters to rail safety operators regarding complex activity or program of work and ensure consistent and accurate regulatory records.
- Lead and advise others on using appropriate compliance tools and actions proportionate to the situation including processing for gathering supporting evidence, preparing briefings to support decision making and the process for serving statutory notices.
- Lead a positive team culture through regular communication and monitoring and through conducting activities in a way that enables other members of the team to contribute meaningfully.
- Contribute to and lead rail safety initiatives by proactive monitoring of regulatory intelligence of Operators.

Duty Officer

Perform the function of a duty officer on a roster by taking telephone calls regarding rail incidents and providing limited initial responses.



What you Bring – Key Competencies

Key to success in this role is that you:

- Have the ability to provide leadership and mentoring in a team environment.
- Demonstrates self-motivation and flexibility of approach.
- Have a comprehensive understanding of principles of accreditation with regard to integrated safety management systems, risk management, auditing and their

application to railway operations and the Rail Safety National Law and an excellent understanding of risk management in a business context.

- Demonstrate your ability to develop and maintain positive and constructive professional and team relationships with a strong active listening, respectfulness, empathy, persuasion and conflict management skills.
- Drawing on your experience and in-depth knowledge of accreditation practice and complex regulatory theory and strategies, are able to engage with and build positive and constructive professional relationships with operators, colleagues and other key stakeholders.
- Effectively communicate both verbally and in writing including preparing quality reports reflecting a professional regulatory role by translating information that meets the needs and requirements of receivers clearly and respectfully.
- Recognise the opportunity to further develop and extend the technical rail knowledge and skills of others by being curious and comfortable conducting conversations that enable you to recognise problems, develop solutions and implement actions compatible with the expectations of ONRSR.
- Role model the ONRSR values and expected behaviours and support peer reviews that build the internal knowledge and capability of others and contribute to the identification of capability needs within the team.
- Expertly evaluate strategic requirements then execute insightful and considered decisions while role modelling flexibility of approach.
- Work effectively with technical enterprise systems, tools and applications and apply these tools for accreditations with increasing complexity.
- Role model the importance of adopting work practices to meet changing work requirements and situations.
- Demonstrate the importance of post activity review for personal and organisational growth and improvement by personally undertaking and encouraging others to complete and apply intelligence gathered from post activity reviews to inform ongoing practice.


Helpful qualifications and experience

While experience and qualifications in the rail industry is highly desirable if you've had previous senior level experience in a regulatory, safety or high-risk industry role or hold an assessor or auditor qualification that will also be viewed favourably.

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

	<p>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.</p> <p>If you would like more information about how ONRSR regulates please read the ONRSR Way.</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 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.</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; providing assistance to 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>