




# Rail Information Officer

## Position Description

### National Operations

	<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 Rail Information Officer plays a vital role in maintaining the accuracy and integrity of data across our organisation. You will assure that both the data from Rail Transport Operators and data created internally meets our rigorous quality standards. By doing so, enabling our organisation to make data driven, risk based decisions.</p> <p>The Rail Information Officer reports directly to the National Manager, Safety Assurance but also provides a range of services to the General Manager’s and Rail Safety Officers. You will receive, processes, and validate data from various internal and external sources and will meticulously inspect, validate, and cleanse data, ensuring it is accurate, complete and in the correct format. You will be able to detect and rectify inaccuracies swiftly and develop data validation tools and processes to assist in this process.</p> <p>You will use your excellent communication skills to form close working relationships with Rail Transport Operators and internal stakeholders and assist them in data related queries.</p>
	<p><b>Key Relationships</b></p> <p><b>Reports to:</b> National Manager, Safety Assurance</p> <p><b>Internal:</b> All ONRSR staff across all locations</p> <p><b>External:</b> Accredited Rail Transport Operators</p>



## Your Responsibilities

### Activities

Combining your enthusiasm for and demonstrated experience in data management, you will:

- Process and validate data submitted by Rail Transport Operators via the ONRSR Portal using ONRSR's Regulatory Information System (RegIS) or other systems.
- Process and validate data created by internal stakeholders.
- Ensure that accurate and timely information is stored within ONRSR's databases by performing quality assurance checks on data using stringent coding specifications.
- Develop and maintain working relationships with a varied cross section of Rail Transport Operators and internal stakeholders through detailed and professional correspondence to ensure information is being shared with ONRSR under the *Rail Safety National Law*.
- Provide Help Desk functionality through the Fresh Service ecosystem to Rail Transport Operators to assist in detailed system navigation and to aid in the submission of data.
- Attend and contribute to all relevant meetings under the Data Governance Framework.
- Other duties as directed for the purpose of discharging the duties required by the role.




## What you Bring – Key Competencies

Key to success in this role is that you:

- Have proven experience in a data management function including routine data entry, data quality assurance, and liaison with data providers to ensure the timeliness, accuracy, and completeness of information.
- Ability to review, understand and synthesise disparate data from multiple sources to create a comprehensive view of an incident or situation.
- Apply critical reasoning across conflicting points of evidence to discern the most relevant contributing facts and data.
- Can demonstrate ability in the use of databases and data extraction, analysis, and reporting tools; and experience in the preparation of reports involving statistical analysis and commentary.
- Can demonstrate the ability to provide business and technical support to internal and external stakeholders.
- Have well-developed written and verbal communication skills that enable effective and appropriate communication with a broad range of stakeholders, including the ability to relate effectively in consultation and negotiation.
- Can work independently as an individual or as a team member with minimal direction and demonstrate initiative in managing high volumes of work, determining priorities and organising work to meet deadlines.
- Can pro-actively identify problems and issues and exercise independence, initiative and sound judgement in formulating and implementing solutions and actions, considering stakeholder requirements.
- Can deal appropriately with sensitive issues and maintain a high level of confidentiality and integrity.

### Helpful qualifications and experience

- Familiarity with the rail industry is desirable.
- Experience working in geographically distributed teams is highly desirable.

	<p><b>Your compliance</b></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><b>Other items of note</b></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 <a href="#">ONRSR Way 2020</a>.</p> <p><b>Privacy Notification</b></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><b>Our Commitment to you and your Commitment to ONRSR</b></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; 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>