






# Regulatory Officer – Trainee Rail Safety 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>ONRSR <b>Regulatory Officer – Trainee Rail Safety Officers</b> participate in a traineeship program that will enable them to perform a key regulatory role by working 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><b>Key Relationships</b></p> <p><b>Reports to:</b> Manager Operations or nominee as authorised by the Chief Operating Officer</p> <p><b>Internal:</b> All ONRSR staff across all locations</p> <p><b>External:</b> Accredited Rail Transport Operations, Rail Safety Workers</p>
	<p><b>Your Responsibilities</b></p> <p><b>Regulatory Activities</b></p> <p>As a trainee, using your ability to learn new skills you will, in accordance with ONRSR’s policies, procedures and business processes:</p> <ul style="list-style-type: none"> <li>• Actively participate in the traineeship program, including attending in class and in field activities and various placements in other locations within Australia</li> <li>• With supervision undertake assigned regulatory tasks including responding to rail safety incidents, site visits, audits, inspections, enquiries, and education meetings</li> </ul>

	<ul style="list-style-type: none"> <li>• With supervision participate and support the assessment of applications for accreditation and registration</li> <li>• Provide written reports on regulatory activities undertaken</li> <li>• Under supervision assist with the provision of technical advice on rail safety operational matters (principally application of the Rail Safety National Law)</li> <li>• Support rail safety initiatives by proactive monitoring of regulatory intelligence of Operators</li> </ul>
	<p><b>What you Bring – Key Competencies</b></p> <p>Key to success in this role is that you:</p> <ul style="list-style-type: none"> <li>• Have an understanding of or a motivation to learn quickly about the principles of integrated safety management systems, risk management, auditing and their application to railway operations and the Rail Safety National Law.</li> <li>• Work effectively and contribute to a safe and positive team environment by participating and collaborating with others.</li> <li>• Be willing to engage with and build professional relationships with operators and other key stakeholders</li> <li>• Effectively communicate both verbally and in writing including preparing quality reports to reflect a professional regulatory role</li> <li>• Are curious and comfortable conducting conversations that enable you to recognise problems, develop solutions and implement actions compatible with the expectations of ONRSR</li> <li>• Can demonstrate flexibility of approach while working as part of a team</li> <li>• Work effectively with technical enterprise systems, tools, and applications</li> <li>• Adopt work practices to meet changing work requirements and situations</li> <li>• Understand the importance of post activity review for personal and organisational growth and improvement</li> </ul> <p><b>Helpful qualifications and experience</b></p> <p>While experience in the rail industry or regulatory role is helpful, if you have a genuine interest in a safety role this will be viewed favourably.</p> <p>You must hold and maintain a current driver's licence, have 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.</p> <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.</p> <p>If you would like more information about how ONRSR regulates please read the ONRSR Way.</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 you 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.</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 including participating in the ONRSR Way Training and Development Program.</p> <p>I understand that I may be required to perform other duties from time to time to fulfill the position requirements.</p>