


Risk & Compliance Partner

Position Description

Corporate Services, Level 5, Permanent
National

	<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 Risk & Compliance Partner is responsible for the implementation, management and maintenance of a comprehensive Risk & Compliance framework across the organisation.</p> <p>Your contribution will ensure that our activities comply with our legislative obligations while fostering a culture of risk-based decision making throughout the organisation. The Risk & Compliance Partner will lead the initiatives to identify, assess and mitigate organisational risks, including the wellbeing of employees.</p>
	<p>Key Relationships</p> <p>Reports to: Senior Manager, Governance & Risk Internal: All divisions of ONRSR External: Auditors, Safe Work (and or equivalent in respective states)</p>
	<p>Your Responsibilities Activities</p> <p>Combining your enthusiasm for compliance oversight and your demonstrated experience in risk and WHS management, you will:</p> <ul style="list-style-type: none"> Responsible for the management and maintenance of the enterprise risk registers, consulting with relevant stakeholders to ensure risk reviews and control assessments are regularly undertaken.

	<ul style="list-style-type: none"> • Support the Senior Manager Governance & Risk to establish and embed WHS & Injury Management compliance and governance framework, including maintaining relevant policies, procedures and processes. • Identify, assess and manage psychosocial risks in the workplace in partner with the People & Capability team to implement appropriate controls and risk management support. • Monitor and review the effectiveness of psychosocial risk management strategies and make necessary adjustments. • Collaborate with the People & Capability team to assist with guidance on workplace injuries, injury management and support work cover claims. • Responsible for the management of the enterprise risk management systems. • Conducts internal risk assessments, identifying risk areas in the organisation and recommending solutions to reduce risks to the Senior Manager, Governance & Risk. • Preparation of high-quality risk and compliance reports for Senior Management, the Audit and Risk Committee and WHS Committee to support decision making and management of risk. • Conduct internal audits and reviews to ensure policy alignment with legislative requirements. • Provide advice and recommendations to assist with the development and review of Policies and Procedures to ensure risks are appropriately managed and compliance with legislation, regulations and industry standards. • Deliver projects to develop and implement systems for the identification, recording, monitoring, reporting and mitigation of risk and compliance. • Work with relevant teams to establish and maintain appropriate business continuity and emergency management policies, procedures and procedures. • Assist the Chair of the WHS Committee, co-ordinating the WHS Committee meetings, ensure follow up action items, and communicate meeting minutes to all staff. • Manage relevant governance annual attestation processes
	<p>What you Bring – Key Competencies</p> <p>Key to success in this role is that you:</p> <ul style="list-style-type: none"> • Extensive experience in Risk and Compliance Management. • Experience in both Commonwealth and State Health & Safety legislative compliance at a Enterprise level. • Proficient in enterprise risk management software (e.g. Protecht). • Demonstrated ability to build and maintain a risk based and positive safety culture within an organisation. • Proven ability to educate and influence senior leaders and stakeholders. • Excellent observational ability and a thoughtful communicator who is able too collaborate with the business and key stakeholders to achieve appropriate outcomes. • Demonstrated ability to facilitate workshops and risk planning sessions.

- Excellent written and verbal communications skills for preparation and presentation of reports to governance committees.

Helpful qualifications and experience

- Qualification in Risk Management (Diploma level or higher).
- Membership of professional membership body i.e. RMIA
- Strong knowledge of health and safety legislation, worker compensation process and best practices.

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 Plan; 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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