


Safety Strategy Administrator


Position Description

Safety Strategy

Permanent, Level 3, Adelaide

	<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 Safety Strategy Administrator plays an essential role in supporting the delivery of this key ONRSR function. The role provides a comprehensive range of quality administrative, business and information support services that enables the delivery of key strategic and operational project outputs.</p> <p>You will utilise your superior project co-ordinator skills to ensure the team focus on achieving required outcomes in service of creating safe railways for all Australians by developing and implementing administrative and document control processes and systems within the Safety Strategy team that assists with ensuring compliance to organisational policies and procedures relating to Safety Strategy initiatives.</p>
	<p>Key Relationships</p> <p>Reports to: Director, Safety Strategy</p> <p>Internal: Executive and Senior Managers, subject matter experts from teams across ONRSR and the National Administration Team.</p> <p>External: Operators or Industry Bodies</p>
	<p>Your Responsibilities</p> <p>Activities</p> <p>Combining your enthusiasm for project co-ordination and your demonstrated experience in administration, you will:</p> <ul style="list-style-type: none"> • Coordinate Safety Strategy activities between Director, Safety Strategy and the subject matter experts within the team • Support the Director, Safety Strategy in the following activities:

	<ul style="list-style-type: none"> ○ Providing administrative support including preparation of meeting agendas; minute taking; diary management and travel bookings; ○ Monitoring and reporting on the progress of safety strategy projects; ○ Ensuring established artefacts are accessible to the teams required to utilise them; ○ Monitoring and reporting on the status of project milestones; ○ Maintaining data for Safety Strategy team KPIs in support of ONRSR's corporate and Business Plans <ul style="list-style-type: none"> ● Ensure teamwork instructions are in place, up-to-date and accessible and maintained in consultation with the team ● Provide specific support and internal liaison services in relation to a range of financial, human resource, learning and development, WHS, IT, document management, contract and procurement, and communications matters for the Safety Strategy Team ● Assist with project research or delivery tasks ● Liaise with internal and external stakeholders as required ● Other duties as advised by the Director, Safety Strategy
	<p>What you Bring – Key Competencies</p> <p>Key to success in this role is that you:</p> <ul style="list-style-type: none"> ● Demonstrated experience in providing high-level administrative support, document management and control and task management. ● Excellent communication and report writing skills. ● Excellent organisation and prioritisation skills and the ability to work independently. ● Demonstrated experience and ability to undertake research and analytical tasks and work autonomously. ● Demonstrated experience in delivery of a wide range of office support services. ● Demonstrated ability to analyse information and prepare reports, including PowerBI analysis. ● Ability to deal appropriately with sensitive issues within the various offices of ONRSR and maintain a high level of confidentiality and integrity. ● Knowledge in project management and coordination <p>Helpful qualifications and experience</p> <p>To help you perform this role well, you will have an understanding of good project administration and governance and at least 2 years experience in an administrative support role.</p> <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>