


Strategic People Partner

Position Description

Corporate Services

Adelaide and Level 6, Permanent

	<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 role of the Strategic People Partner is to support the Senior Manager, People and Capability in leading people strategies, specifically in the context of human resource initiatives, across our national organisation. You will be responsible for the day-to-day management of the people team, development and delivery of people policy, procedures, supporting line managers with complex people matters, return to work and injury management cases and leading the delivery of other key projects and initiatives.</p> <p>The position holder demonstrates a commitment to the organisation's values of integrity, respect, independence, diligence, and excellence.</p>
	<p>Key Relationships</p> <p>Reports to: Senior Manager, People & Capability Internal: All ONRSR staff External: Third party vendors</p>
	<p>Your Responsibilities</p> <p>Activities</p> <p>Combining your enthusiasm for people partnering and your demonstrated experience in human resources function you will:</p> <ul style="list-style-type: none"> • Provide expert HR advice that also contemplates risk mitigation, support and coaching across related legislation, policies and processes, including

	<p>the interpretation of the Enterprise Agreement, policy and procedure, the correct application of relevant legislation and other complex matters.</p> <ul style="list-style-type: none"> • Provide advice, mentoring and coaching to line managers on industrial relation matters and risks, grievance handling/dispute resolution, disciplinary and performance management issues. • Assist the Senior Manager, People and Capability by taking a leadership role in the day-to-day operational management of the people team and support the delivery of human resource specific development initiatives. • Lead and coordinate the implementation of specific people projects and initiatives including the operational implementation of the strategic workforce plan and associated preparation of board reports and briefing papers. • Provide workforce analysis and specific people operation data reports to inform the Executive of trends and identification of issues and recommendations. • Lead and ensure delivery of annual reporting and compliance activities such as WGEA reporting, conflict of interest reporting, automatic incremental progression, performance management discussions. • Oversee the development, review and implementation of people policies, processes and supporting material to ensure best practice standards and streamlining of administration. • Play a lead change management partnership role for identified organisational change management processes. • Contribute to the strategic development and implementation of People Operations Business Plan and workforce plans including associated organisational change, reviews or development initiatives. • Provide expert guidance and case management support to managers on complex performance and misconduct cases, grievance matters and any other employee relations matters, including undertaking internal investigations or sourcing external investigations. a • Ensure ONRSR has a robust and compliant Return to Work program nationally and manage complex return to work matters to facilitate recovery at work where possible for all ONRSR staff. • Undertake other duties, projects or tasks as directed and in line with relevant skills and competence.
	<p>What you Bring – Key Competencies</p> <p>Key to success in this role is that you:</p> <ul style="list-style-type: none"> • Tertiary qualifications and/or equivalent work experience in a human resources environment. • Demonstrated and proven experience in coaching, supporting and providing strategic and expert advice and specialist consultancy services in comprehensive human resource management, which includes HR governance and compliance, employee relations, case management and best practice HR. • An ability to interpret legislation, regulations and Industrial Agreements,

together with policy and procedure and demonstrated experience facilitating and influencing outcomes aligned with organisational strategy.

- Experience in the provision of timely employment relations advice in a complex environment in a non-judgmental, pragmatic and confidential manner.
- Possess high level verbal and written communication skills that enable effective communication with a broad range of people, including proven ability to establish and maintain sound working relationships with senior management and employees as well as personnel external to the organisation.
- Proven ability to both lead and effectively operates as a member of a multi-skilled team in decision making, problem solving and change management with emphasis on flexibility, adaptability and versatility.
- Demonstrated ability to manage concurrent projects with competing deadlines.
- Demonstrated strategic thinking, analytical, data interrogation and reporting skills.
- Solid and demonstrated administration skills and experience, including process improvement and innovation.
- Possess a high level of discretion and confidentiality.
- Qualified Return to Work Coordinator

Relevant qualifications and experience

To achieve success in this role you would have had both a minimum of 5 years' experience working in a human resource partnering role and a tertiary qualification in either HR or Employment law.

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 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.

I have read and understood the requirements of the position and agree to carry out the key responsibilities to the best of my ability.

I understand that I may be required to perform other duties from time to time to fulfill the position requirements.