

# Rail Information Officer

- 12-month temporary role
- National organisation, headquartered in Adelaide
- Contribute to our vision of safe railways for Australia

## SEEK Job Summary (150 characters)

Take a leading role in the collection, management and validation of network and railway operations data as part of the National Data Strategy.

## What you'll be doing

Curious about a role that has a significant impact on how we contribute to safe railways for Australia?

You will take a leading role in the collection, management and validation of network and railway operations data as part of the National Data Strategy. Using your excellent communication skills, you will form close working relationships with Rail Transport Operators (RTOs) and assist them in submitting data in the required format. Your knowledge of data validation techniques will further ensure that the data is of high quality and is then readily available to users.

Combining your enthusiasm for and demonstrated experience in data management, you'll process and validate rail network data submitted by RTOs via the ONRSR Portal using our Regulatory Information System (RegIS).

The role ensures that accurate and timely information is stored within our databases by performing quality assurance checks on data using stringent coding specifications. The role also develops and maintains working relationships with a varied cross section of RTOs through detailed and professional correspondence to ensure information is being shared with ONRSR under the *Rail Safety National Law*.

## What we can offer

- An organisation where everyone has a shared passion for our vision of safe railways for Australia
- The opportunity to be part of a transformative team in an organisation striving to innovate and continuously improve
- A supportive team environment that values the work that you do and promotes a healthy work-life balance
- Professional development in accordance with our learning and development plan.

Further details on the benefits of working at ONRSR can be found at: <https://www.onrsr.com.au/about-onrsr/working-at-onrsr>

## About You

You have proven experience in a data management function including routine data entry, data quality assurance, and liaising with data providers to ensure the timeliness, accuracy, and completeness of information. You can demonstrate ability in the use of databases and data extraction, analysis, and reporting tools; and experience in the preparation of reports involving basic statistical analysis and commentary. You will be providing business and technical support to broad range of stakeholders so your well-developed written and verbal communication skills will enable effective consultation and negotiation. You're able to work independently with minimal direction and can demonstrate initiative when managing high volumes of work and determining priorities, and you

can pro-actively identify problems and exercise independence and sound judgement in formulating and implementing solutions whilst dealing with sensitive data.

## **About us**

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 Rail Safety National Law, and promotes and improves rail safety throughout Australia.

For more information, please visit <https://www.onrsr.com.au>

## **The Application Process**

We encourage all applicants to read the Position Description which is attached below or can be found at: <https://www.onrsr.com.au/about-onrsr/working-at-onrsr>

To help us get a better understanding about your career journey and motivations, we ask that your application include:

- Your resume
- A cover letter of no more than two pages detailing why this is the role for you

As part of the recruitment and selection process, preferred candidates will be required to undertake a criminal history check. The results may not necessarily preclude appointment to the position.

As part of the recruitment and selection process, you will be required to undertake a criminal history check if you are one of the preferred candidates. The results may not necessarily preclude appointment to the position.

Personal information is handled in accordance with the Privacy Act 1988 and the Australian Privacy Principles. For more information, download our privacy notice or privacy policy at [www.onrsr.com.au](http://www.onrsr.com.au)

**Enquiries to:** Andreas Kornusch - National Manager, Safety Assurance – (08) 8406 1528

**Salary:** \$87,005 - \$91,545 + 10.5% super

**Applications close:** Monday 21 November 2022 at 4pm

### **NOTE:**

- *You must be an Australian citizen, permanent resident or hold a valid work permit or visa.*
- *Applications are sought from direct candidates only. No agencies please.*
- *Application closing dates are at the discretion of ONRSR and may change without notice.*

# Rail Information Officer, Network Data (temporary)

## Position Description

National Operations

Adelaide

	<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 takes a leading role in the collection, management and validation of network and railway operations data as part of the National Data Strategy.</p> <p>You will use your excellent communication skills to form close working relationships with Rail Transport Operators and assist them in submitting data that is in the required format and quality.</p> <p>You will use your knowledge of data validation techniques to ensure the data is of high quality and readily available to the user.</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 rail network data submitted by Rail Transport Operators via the ONRSR Portal using ONRSR's Regulatory Information System (RegIS)
- 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 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 large quantities of rail network data.
- 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.
- Can demonstrate ability in the use of databases and data extraction, analysis and reporting tools; and experience in the preparation of reports involving basic statistical analysis and commentary.
- Can demonstrate the ability to provide business and technical support to 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.

## 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

	<p>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>