

Position Description



Senior Legal Counsel – Corporate

Division	Statutory Compliance
Team	Legal
Location	Adelaide
Classification	ONRSR Enterprise Agreement - Specialist 1
Reports to	Executive Director Statutory Compliance
Direct Reports	Nil
Key Relationships	Executive Director Corporate Services, Executive Director Regulatory Operations, Director Investigations, Director People & Capability, Director Governance and Risk, Procurement and Contract Management Partner, Legal representatives

About ONRSR	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.
Our People and Our Culture	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 and motivated by the opportunity to improve rail safety and by the benefits this delivers to the Australian community. We recognise that a diverse workforce strengthens our capability by bringing together different perspectives, experiences, and skills. We are committed to creating an inclusive environment that enables all staff members to contribute fully. By fostering this culture, we support collaboration, drive innovation, enhance decision-making, and elevate our overall organisational performance

	Our culture reflects our values of Integrity, Respect, Independence, Diligence and Excellence in the way we work, lead and engage with others. Our Culture Blueprint guides us to create a respectful, inclusive and equitable workplace where diversity is embraced, and every individual can contribute, grow, and thrive. Every role plays a part in shaping this culture.
Our Purpose	Safe railways for Australia
Your impact and contribution	The Senior Legal Counsel - Corporate is a key member of ONRSR's legal team, providing high quality and effective legal support across a wide range of corporate matters including regulatory compliance, governance, general corporate and commercial matters. In this role, you will work closely with the Executive Director and other senior stakeholders to deliver expert legal advice, guidance, advice and representation on complex and sensitive issues. Your contribution is important in supporting the resolution of legal and corporate matters, supporting ONRSR's initiatives and ensuring governance frameworks are underpinned by sound legal principles in line with the Rail Safety National Law.
Your Responsibilities	Combining your enthusiasm for achieving quality legal outcomes and your demonstrated experience in law, you will: • Provide expert legal advice on governance and complex and sensitive corporate matters including key ONRSR projects and initiatives. • Act as a strategic partner to the organisation, aligning legal advice with ONRSR's strategic objectives while maintaining regulatory integrity. • Provide legal support including the drafting of and review of contracts, procurement, commercial documents and other agreements. • Provide legal support on and ensure compliance with information, privacy and data management frameworks, work health safety legislation, whistleblowing, Freedom of Information (FOI) and other related matters. • Monitor legislation and regulatory changes, assessing their impact on ONRSR and advising accordingly. • Provide advice regarding legislative reform and update the legislative compliance register. • Identify, predict and respond to legal and regulatory risks that arise, informing impacted Executives. • Contribute to the development, review and maintenance of policies and procedures to ensure alignment with relevant legislation and standards applying to ONRSR. • Participate in and provide legal leadership on specialist projects involving complex legal issues. • Maintain and update legal precedents, templates and databases, incorporating legislative and case law developments.

	• Assist with responses to FOI requests, privacy matters, and broader governance compliance obligations. • Support internal review processes related to regulatory decisions, including accreditation outcomes, notices, and other statutory determinations. • Proactively engage with key leaders in Corporate Services and develop collaborative consultation models that streamline the obtaining and receiving of legal advice.
Key Competencies	Key to success in this role is that you have: • Demonstrated legal knowledge, with the ability to research and interpret and apply legislation and case law to provide clear, strategic legal analysis that supports informed organisational decision making and problem solving. • Strong strategic and analytical skills, with the capacity to quickly understand complex legal and regulatory issues, assess risk, and develop sound, practical solutions with minimal supervision in a politically and operationally sensitive environment. • Highly developed communication and relationship building skills, with a proven ability to establish effective working relationships across ONRSR and with external stakeholders, including government departments and agencies and external legal counsel. • Strong written and verbal communication skills to convey complex legal concepts clearly and effectively.
Qualifications and Experience	Key to success in this role is that you have: • A tertiary qualification in law and be admitted to practice as an Australian Legal Practitioner. • A minimum of 5-10 years' experience in a similar role, demonstrating practical application in legal, regulatory or government context. • Extensive experience in drafting legal documentation, including legal advice, contract, policies and other formal documentation, ensuring clarity, precision and legal accuracy. • Demonstrated experience in multiple areas of law including contract law, procurement, public law and administrative law. • Experience in a regulatory environment is advantageous.
Capability Framework	• Senior Legal Counsel Corporate (Statutory Compliance) • Cultural Capability Framework (Level 5 to Specialist 2)
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 for 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, in accordance with the Drug and Alcohol Policy.
Special Conditions	Special conditions that apply to this role include:

	• On occasions, this role may 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. • Required to complete a national police check • Hold and maintain the right to work in Australia
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	ONRSR is genuinely committed to investing in the capability of its team and is proud of its structured approach to supporting capability and development of all employees in a supportive environment. All team members can access opportunities to learn key skills in their role and about regulation through a range of programs including our Regulatory Officer Training Program. The success of these programs relies on your engagement, openness to learning and willingness to share with your peers. 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, Respect and Inclusion at ONRSR Policy and Culture Blueprint; providing assistance to team members if required; and undertaking other key responsibilities or activities as directed.
Your Commitment to ONRSR	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.

Employee Signature:	Date:
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