

Senior Policy Officer

- **Full time, permanent role in a national organisation**
- **Work-life balance and flexible work arrangements available**
- **Develop complex policy with a focus on rail safety outcomes**

Undertake complex policy development, research and implementation of rail safety policy initiatives.

The Role - Your impact and contribution

The Senior Policy Officer is responsible for complex policy development, research and implementation of safety policy initiatives. You will work with ONRSR operational areas and industry stakeholders to develop and maintain a suite of rail safety policies and guidelines.

The role includes the opportunity to lead or contribute to legislative review to promote consistent and effective provisions in the Rail Safety National Law.

In addition to the duties above the role may also be required to be contactable out of hours on a roster arrangement from time to time to administer the post-incident drug and alcohol testing program.

At ONRSR, we believe our people and their passion for contributing to safe railways for all Australians is how we make a difference. You bring the passion to make this difference. We bring you growth, development, national on-the-job experience and great exposure to a transformational industry. Together, we contribute to safe railways for Australia.

About You

We're seeking an experienced policy practitioner with strong interpersonal skills to deliver on a range of safety outcomes. You must be able to develop initiatives in accordance with national legislation and regulatory and strategic rail safety objectives.

Important to note: It is a requirement of the role to be contactable out of hours on a roster arrangement to administer the post-incident drug and alcohol testing program. You must therefore be work ready to receive these calls.

Key to success in this role is that you have:

- Demonstrated experience in developing complex policy and undertaking analysis and high-level research preferably in transport safety
- Excellent communication skills and the ability to articulate complex concepts and influence decision makers on sensitive issues
- Demonstrated experience in contributing to the development and implementation of significant strategy, guidelines or policy which demonstrates high-level ability to think laterally, creatively and strategically
- Ability to make timely decisions independently and prioritise effectively
- Ability to be a primary point of contact, including outside of standard working hours.

It would be helpful for you in this role if you also had:

- Tertiary qualifications in a relevant field.

About us

The Office of the National Rail Safety Regulator (ONRSR) has the responsibility for regulatory oversight of rail safety throughout Australia. As an independent regulatory authority, ONRSR pursues safe railways for Australia by encouraging safe rail operations, enforcing national compliance with the *Rail Safety National Law*, and promoting and improving rail safety across the country.

ONRSR actively encourages productive working relationships, a healthy work-life balance, workplace diversity and development of expertise. In addition, the organisation offers a commitment to learning and development, and flexible work options. Further details on the benefits of working at ONRSR can be found at <https://www.onrsr.com.au/about-onrsr/working-at-onrsr>

Mandatory wording for advertisements

The Application Process

For further information, please read the Position Description which is attached. To help us learn more about you, we ask that your application includes:

- Your resume
- A cover letter of no more than two pages detailing why you are suited to the role

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.

Enquiries to: Melissa Radke – Senior Manager, Strategic Policy 0429 044 436

Salary: \$124,205 - \$141,631 p.a. + 10.5% super

Apply to: recruitment@onrsr.com.au

Applications close: Wednesday, 19 April 2023 6pm





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.*

Senior Policy Officer

Position Description

Strategic Policy

	<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 Senior Policy Officer is responsible for complex policy development, research and implementation of safety policy initiatives. Your contribution is to liaise with ONRSR operational areas and industry stakeholders to develop and maintain a suite of internal and external rail safety policies and guidelines. The role is also responsible for leading or contributing to legislative review as required to promote consistent and effective provisions in the Rail Safety National Law.</p> <p>In addition to the duties above the role may also be required to be contactable out of hours on a roster arrangement from time to time to administer the post-incident drug and alcohol testing program and must be work ready whilst on call.</p>
	<p>Key Relationships</p> <p>Reports to: Senior Manager, Strategic Policy</p> <p>Internal: ONRSR internal divisions</p> <p>External: Industry associations and reference groups, transport agencies and government departments.</p>
	<p>Your Responsibilities</p> <p>Activities</p> <p>Combining your enthusiasm for safety and your demonstrated extensive experience in policy development, you will:</p> <ul style="list-style-type: none"> • Contribute to or lead complex rail safety policy research, reviews and projects • Develop initiatives and manage their implementation in accordance with national legislation and regulatory and strategic rail safety objectives

	<ul style="list-style-type: none"> • Input into the appraisal of the national rail safety legislative framework and development of approaches that further the aims of improved railway safety • Provide expert advice, including briefings, submissions, reports and correspondence on sensitive issues to executive management and to key external stakeholders • Administer the post incident drug and alcohol testing program when on call.
	<p>What you Bring – Key Competencies Key to success in this role is that you:</p> <ul style="list-style-type: none"> • Can demonstrate your high-level experience and expertise in developing complex policy, and in undertaking analysis and high-level research preferably in transport safety. • Have excellent communication skills and the ability to articulate complex concepts and influence decision makers on sensitive issues as well as experience in the preparation of concise position papers and other written advice and recommendations to senior management. • Can demonstrate the ability to work effectively in a geographically dispersed team environment and in a high profile, complex and sensitive work context. • Have experience in contributing to the development and implementation of significant strategy, guidelines or policy which demonstrates high-level ability to think laterally, creatively and strategically. <p>Helpful qualifications and experience Tertiary qualifications in a relevant field.</p> <p>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.</p> <p>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.</p> <p>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.</p>
	<p>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</p>



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.