







# Administrative Officer

## Position Description

### National Operations

	<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 <b>Administrative Officer</b> is responsible for providing a comprehensive range of high quality administrative and information support services across their office necessary to support the operations of ONRSR. The position plays a key role in supporting the implementation and encouraging the adoption of ONRSR administrative processes within the office itself.</p>
	<p><b>Key Relationships</b></p> <p><b>Reports to:</b> General Manager</p> <p><b>Internal:</b> Manager Operations, Operations team, Administration team in the National Office, National Administration team.</p> <p><b>External:</b> Rail Transport operators. Service providers and suppliers.</p>
	<p><b>Your Responsibilities</b></p> <p>Combining your enthusiasm for office administration and your demonstrated experience in business support you will:</p> <ul style="list-style-type: none"> <li>• Provide administrative support to the General Manager.</li> <li>• Provide high level administrative support to meetings which includes the preparation and distribution of agendas and reference materials, recording of minutes, following-up action items and individual tasks from meetings, booking venues and arranging catering as required.</li> <li>• Coordinate various activities for the local Operations team including, but not limited to, travel and accommodation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertake minor research and contribute to the drafting of basic correspondence and professional preparation and presentation of reports and papers for the General Manager.</li> <li>• Perform a range of office support services including, but not limited to, being a point of contact for visitors, deliveries and incoming calls, stationery supplies, courier bookings and mail registration in coordination with the other administrative staff.</li> <li>• Maintains relationships with external stakeholders and vendors, acting as the key point of contact and assisting with regular activities such as arranging fleet vehicle services, communicating with building and facilities management and supporting with the daily office logistics. Assist in maintaining ONRSR records management systems.</li> <li>• Provide support to the General Manager in relation to a range of financial, human resource, WHS, IT and communication support, contract and procurement matters.</li> <li>• Develop and maintain quality system documentation on administrative procedures specific to your role.</li> <li>• Assist in coordinating the PPE process for rail safety officers.</li> <li>• Build and maintain relationships with internal stakeholders, providing support where needed.</li> <li>• Other duties as directed.</li> </ul>
	<p><b>What you Bring – Key Competencies</b></p> <p>Key to success in this role is that you:</p> <ul style="list-style-type: none"> <li>• Proven experience in administrative support and/or administrative assistance.</li> <li>• Demonstrated experience in document management systems.</li> <li>• Excellent communication and report writing skills.</li> <li>• High level attention to detail.</li> <li>• Excellent organisational skills, including the ability to multi-task, determine priorities and meet deadlines.</li> <li>• Ability to deal appropriately with sensitive issues and maintain a high level of confidentiality and integrity.</li> <li>• Ability to use initiative and sound judgment in solving basic problems.</li> <li>• Ability to quickly learn and utilise a range of digital tools and platforms.</li> </ul> <p><b>Helpful qualifications and experience</b></p> <ul style="list-style-type: none"> <li>• Report writing and advanced MS Office skills.</li> </ul> <p><b>Your compliance</b></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><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>