





# Corporate Planning & Performance Officer

## Position Description

Policy and Programs

National | Level 6

	<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 Corporate Planning and Performance Officer is responsible for leading and driving the development and implementation of ONRSR's corporate planning and performance processes, ensuring alignment with strategic objectives. This position is accountable for leading the design and oversight of a robust key performance indicator (KPI's) framework to effectively measure organisational performance. Operating as a key strategic advisor to the Chief Executive and Executive Management Committee (EMC), this role is instrumental in translating ONRSR's strategy into actionable plans, ensuring rigorous performance monitoring and reporting through a robust key performance indicator (KPI) framework.</p> <p>A key focus of this role will be supporting the EMC in managing and delivering its agenda, ensuring initiatives are aligned with ONRSR's corporate priorities.</p> <p>Your contribution to corporate planning and organisational performance will be key to driving strategic outcomes and using your insight and leadership to foster a culture of accountability, transparency and measurable impact across ONRSR.</p>

	<p><b>Key Relationships</b></p> <p><b>Reports to:</b> Director, Policy</p> <p><b>Internal:</b> Executive Management team</p> <p><b>External:</b> Non-Executive members</p>
	<p><b>Your Responsibilities</b></p> <p><b>Activities</b></p> <p>Combining your enthusiasm for corporate planning and performance and your demonstrated experience in collaborating with senior leaders to deliver results, you will:</p> <ul style="list-style-type: none"> <li>• Provide strategic leadership in the design, implementation and continuous enhancement of ONRSR's corporate planning framework, ensuring alignment with ONRSR's strategy and the integration of measurable outcomes related to impact, efficiency and effectiveness.</li> <li>• Oversee the development of high-level performance reporting, including progress reports on the corporate plan, KPIs and key corporate projects to inform decision making at the executive and board levels.</li> <li>• Lead the preparation of ONRSR's response to the annual ministerial statement of expectations, including the development of the statement of intent in response and biannual reports to the Transport Ministers Meeting (ITMM) ensuring clarity of strategic commitments and delivery outcomes.</li> <li>• Work closely with the Chief Executive and Executive Management Committee (EMC) to influence, guide and support strategic planning and performance reporting. Advise the CE and EMC on ways to improve corporate planning and performance as well as achieving strategic alignment across ONRSR.</li> <li>• Drive the strategic agenda of the EMC, providing executive level oversight and coordination of agenda setting, action tracking, delivery planning and outcome reporting to ensure alignment with ONRSR's corporate priorities.</li> <li>• Coordinate the delivery of the Executive Management Committee meetings by overseeing timely scheduling and conduct of meetings, managing agendas and committee papers, preparing and distributing documentation, coordinating briefing for participants, drafting or reviewing minutes, proposals and discussion papers and tracking action items to support informal decision making.</li> <li>• Partner with the Executive team to develop KPIs and ensure they are understood, tracked and integrated into regular performance discussions and reporting cycles.</li> <li>• Lead the preparation of high-quality corporate planning and performance reports, including reports to the Executive team and external stakeholders.</li> <li>• Maintain effective records management practices, including confidential and sensitive documents.</li> <li>• Foster a culture of performance, collaboration and continuous improvement across ONRSR.</li> </ul>



### **What you Bring – Key Competencies**

Key to success in this role is that you have:


- Proven experience leading corporate planning and performance functions at a senior or executive level, ideally within the public sector
- Extensive knowledge and practical application of strategic planning methodologies, performance management frameworks and KPI development
- Strong analytical and strategic thinking skills, with the ability to interpret data and performance trends to inform executive decision making
- Effective organisational skills with the ability to manage multiple priorities, excellent problem solving, analytical and decision-making skills with the ability to exercise initiative and judgement
- Exceptional interpersonal communication skills, with a proven ability to influence senior leaders, particularly through effective consultation, negotiation and collaboration with executives, senior managers and a diverse range of internal and external stakeholders
- Commitment to personal integrity and accountability and demonstrated ability to exercise discretion and maintain confidentiality
- Experience in conducting research and gathering information to prepare high quality correspondence, briefing notes, committee papers and presentations that clearly outline key issues, implications and recommended options
- Strong proficiency in Microsoft Office Suite and digital collaboration platforms
- Collaborate with other teams across ONRSR to ensure alignment with other work programs and strategic priorities
- Experience in maintaining accurate and confidential records, applying best practice in document management and compliance with organisational policies

### **Helpful qualifications and experience**

- Minimum of 4 years' experience in providing comprehensive executive officer support for corporate governance committees would be viewed favorably.
- Experience working in a government, regulatory, or policy development.

### **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><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 team and is proud of its structured Regulatory Officer Training Program that supports Regulatory Officers in learning the <i>ONRSR Way</i> to rail safety compliance in a supportive environment. All team members can access opportunities to learn key skills in their role and about regulation through this integral program. The success of these programs relies on your engagement, openness to learning and willingness to share with your peers.</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 Plan; demonstrating appropriate and professional behaviors 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>