


Executive Officer

Position Description

Corporate Services

Location | Level 3

	<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 Executive Officer is an important member of the Corporate Services team essential to supporting the Executive Director Corporate Services and the Corporate Services leadership team. Your contribution will provide a wide range of executive level professional administrative support to the Executive Director Corporate Services.</p> <p>You will focus on ensuring the Executive Director, Corporate Services is prepared and informed on relevant matters and priorities in a timely manner. Important to this role will be to exercise a high degree of initiative, discretion and confidentiality.</p>
	<p>Key Relationships</p> <p>Reports to: Executive Director, Corporate Services</p> <p>Internal: Chief Executive and the Executive, Corporate Services Leadership Team, Adelaide Office Manager and Executive Officers</p> <p>External: Audit Office of South Australia, Consultants and Vendors</p>



Your Responsibilities

Activities

Combining your enthusiasm for planning and organisation and your demonstrated experience in providing support to Executive leaders you will:

- Provide executive administrative support to the Executive Director, Corporate Services, including managing their diary and inbox to ensure efficient scheduling and timely communication, supporting accessibility and responsiveness across all stakeholders and highlighting priority items and upcoming deadlines and deliverables in a timely manner.
- Ensure the Executive Director Corporate, Services has relevant papers and materials as required in advance of meetings.
- Prepare, coordinate or review communications, correspondence, and briefing/meeting papers ensuring they are appropriate, accurate and timely.
- Work closely with the Governance team and the Corporate Services leadership team to coordinate relevant papers for the Executive Management Committee.
- Assist the Corporate Services leadership team to document and monitor the Corporate Services contribution to the annual Corporate Plan, strategic initiatives and business planning processes, including maintaining projects plans and updates.
- Coordinate Corporate Services senior management team meetings, actively managing action item follow-ups and timeline tracking to ensure project accountability.
- Coordinate travel and accommodation requirements and bookings for the Executive Director, Corporate Services and the Corporate Services Leadership Team.
- Undertake credit card reconciliation and acquittal of expenses for the Executive Director Corporate Services.
- Undertake minor research and draft presentations and papers.
- Assist in preparing draft correspondence and internal communications as required.
- Liaise in a friendly, professional and collaborative manner with internal and external stakeholders.
- Co-ordinate internal connection opportunities with the Executive Director Corporate Services and the Corporate Services teams for example, organising ONRSR office morning teas and Q&A sessions.
- Coordinate meetings including booking rooms and venues, preparing agendas, collating and distributing papers, minute taking and following up on action items.
- Provide support to and holiday cover for the Adelaide Office Manager and other Executive Officers as required.
- Undertake courier bookings, receipt of deliveries, welcoming guests and answering and directing calls received on the ONRSR public phone lines.
- Develop and maintain quality procedures, work instructions and documentation specific to your role.



What you Bring – Key Competencies

Key to success in this role is that you have:


- Ability to assess work and other priorities and provide options and solutions to support the Executive Director, Corporate Services.
- High level proficiency and knowledge of Microsoft Office 365 suite including Teams, Outlook, OneNote, Sharepoint, Powerpoint, Excel and Word.
- Excellent organisational skills including the ability to multi-task, troubleshoot, determine priorities and meet deadlines.
- Highly developed verbal and written communication, liaison and interpersonal relationship skills to confidently build and maintain strong, trusting relationships with internal and external stakeholders, fostering collaboration and ensuring effective communication and accessibility to support operational requirements.
- Ability to deal appropriately with sensitive issues and maintain a high level of confidentiality and integrity.
- Ability to be proactive, use initiative and sound judgment to solve problems and provide options and recommendations.
- The ability to anticipate needs, solve problems independently and/or recognise the appropriateness of escalating matters to the relevant roles, and have strong time-management skills including the ability to organise and coordinate multiple concurrent activities.
- Outstanding customer focus with a positive and proactive attitude to make a difference.
- A curiosity and eagerness to learn new skills.
- A proactive, collaborative mindset and demonstrated capacity to work independently and within a team environment.
- Strong attention to detail.
- Ability to be flexible and adaptable in managing changing work requirements and priorities.

Helpful qualifications and experience

- Five or more years of experience in an Executive Assistant role reporting directly to an Executive Director, General Manager or Head of Department

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 support 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>Other items of note</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 ONRSR Way 2020.</p> <p>Privacy Notification</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>Our Commitment to you and your Commitment to ONRSR</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 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>