




External Engagement Advisor

Position Description

Stakeholder Engagement and Influence

Adelaide/Sydney | Level 6

	<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 External Engagement Advisor is responsible for managing key engagement and educational initiatives that support the rail industry in understanding and complying with <i>Rail Safety National Law</i>.</p> <p>Your contribution involves planning and delivering events, including managing industry forums and webinars, developing and maintaining collaborative partnerships, supporting the development of key publications, and contributing to effective stakeholder engagement and communication strategies.</p>
	<p>Key Relationships</p> <p>Reports to: Director Stakeholder Engagement and Influence</p> <p>Internal: Directors, General Managers and Senior Managers in National Operations, Stakeholder Engagement and Influence, Safety Insights and Intelligence, and Policy, and their teams</p> <p>External: Government representatives, rail transport operators, transport/industry associations and unions, media outlets and general public</p>
	<p>Your Responsibilities</p> <p>Activities</p> <p>Combining your enthusiasm for stakeholder engagement and your passion for safety improvement you will:</p>



- Lead the delivery of events (online and face-to-face) as part of ONRSR's Engagement and Education Program to encourage industry compliance with the RSNL and enhance safety management.
- Develop and manage an annual calendar of ONRSR and externally-hosted events to identify opportunities aligned with key rail safety priorities and the Engagement and Education Strategy.
- Assist the Director Stakeholder Engagement and Influence to develop and manage partnerships with key stakeholders that will support delivery of ONRSR objectives and priorities.
- Contribute to the development and delivery of educational initiatives to support delivery of priorities identified through ONRSR's Safety Improvement Program to drive better outcomes across the rail industry on specific issues.
- Contribute to developing, monitoring, and reporting on the application of the annual Engagement and Education Program.
- Assist the Senior Manager, Stakeholder Engagement and Influence in the annual production of key publications, including the ONRSR Annual Report and support strategic corporate artefacts, Corporate Plan, and Rail Safety Report.
- Contribute to the development of engaging and informative communication products for a range of audiences such as safety messages, presentations, speeches, case studies, external newsletters, and digital animations.
- Manage the ONRSR stakeholder database to maximise its effectiveness as a strategic engagement and communications resource.
- Maintain mechanisms for collecting and reporting on stakeholder feedback to drive improvements in ONRSR practices and inform national safety priorities.




What you Bring – Key Competencies

Key to success in this role is that you have:

- Proven experience in event management, stakeholder engagement, and communication within a regulatory, government, or industry background.
- Experience in developing and implementing communication and engagement strategies.
- Strong project management skills with the ability to plan, coordinate, and deliver multiple initiatives simultaneously.
- Excellent written and verbal communication skills, including experience in preparing a range of communications materials.
- Ability to build and maintain effective relationships with a diverse range of internal and external stakeholders.
- Ability to work flexibly in response to changing priorities and deadlines.
- Experience in understanding stakeholder needs and aligning them with organisational goals.

Helpful qualifications and experience

- Relevant tertiary qualifications in Communications/ /Public Relations or equivalent.

	<ul style="list-style-type: none"> • Experience managing Customer Relationship Management software • Understanding of the rail industry and/or regulatory frameworks (desirable but not essential) <p>Your compliance</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>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>