

# Policy Officer

## Position Description

Strategic Policy Division

Temporary (12 months), Level 5

Adelaide

	<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>Policy Officer</b> plays an important role in contributing to rail safety policy research, reviews, projects and develops initiatives in accordance with national legislation and regulatory and strategic rail safety objectives. The position contributes to the appraisal of the national rail safety governance framework and works with industry and representative bodies to develop approaches that further the aims of improved railway safety.</p> <p>Your contribution is to support the provision of policy coordination and expert advice, including briefings, submissions, technical reports and correspondence on sensitive issues to executive management and to key stakeholders including State and Commonwealth bodies.</p>
	<p><b>Key Relationships</b></p> <p><b>Reports to:</b> Senior Manager, Strategic Policy</p> <p><b>Internal:</b> ONRSR internal divisions</p> <p><b>External:</b> Industry associations and reference groups, transport agencies and government departments.</p>



### **Your Responsibilities**

Combining your enthusiasm for safety and your demonstrated experience in policy development you will:

- Contribute to the development of policies and projects to support ONRSR in implementing legislative requirements.
- Conduct research and analysis to develop advice, submissions and policies.
- Facilitate implementation of legislative changes into operational policy.
- Provide advice to internal and external stakeholders as a result of national reform proposals.
- Critically analyse transport safety issues as they arise and support the development of strategic policy initiatives to enhance the safety of passenger transport.



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

Key to success in this role is that you:

- Demonstrated exposure to developing complex policy, and in undertaking analysis and research.
- Excellent written and verbal communication skills.
- Demonstrated ability to work effectively in a team environment and in a high profile, complex and sensitive work context.
- Understanding of transport safety policy issues and relevant legislation is desirable.
- Understanding of safety regulation environments and risk management concepts is desirable.
- Tertiary qualifications in a relevant field are desirable.

### **Helpful qualifications and experience**


Tertiary qualifications in a relevant field.

### **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.

### **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><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>