




Program Officer

Position Description

Policy and Programs

Sydney or Adelaide | Level 5

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|  | <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 Program Officer plays a key role in enabling the design, implementation, and evaluation of strategic initiatives aimed at enhancing rail safety and productivity across the industry.</p> <p>Your contribution will support the development of evidence-based programs, facilitate effective stakeholder engagement, and support continuous improvement activities that align with ONRSR's strategic plan. You will be responsible for ensuring the timely and efficient delivery of program components, producing high-quality documentation, and fostering constructive, solution-focused relationships with stakeholders.</p> <p>You will identify and address key safety and productivity challenges, contributing to measurable improvements in program outcomes and advancing ONRSR's broader strategic goals.</p> |
|  | <p>Key Relationships</p> <p>Reports to: Senior Manager, Programs</p> <p>Internal: Data and Insights, National Operations, Stakeholder Engagement and Influence</p> <p>External: Research partners and academia, peak industry organisations, accredited and registered rail transport operators, jurisdictional transport departments, other safety regulators</p> |



Your Responsibilities

Activities

Combining your enthusiasm for achieving outcomes through effective program design and evaluation and your demonstrated experience in program management, you will:

- Support the Senior Manager, Programs to develop and deliver projects and programs, including leading the development of systems and processes to ensure the coordination of tasks, tracking of milestones, and management of relevant documentation.
- Lead the preparation of reports, briefings, and updates on program and project progress, risks, outcomes, and performance metrics.
- Provide support and actively participate in end-to-end stakeholder engagement activities, including the planning and coordination of consultations, workshops, and communications with internal and external stakeholders.
- Develop and maintain frameworks used to identify, assess, and prioritise safety risks and productivity challenges.
- Implement evaluation methodologies to assess program effectiveness, generate insights, and actively contribute to continuous improvement initiatives.
- Support the collaboration with government agencies, industry bodies, operators, and unions to ensure inclusive and effective program delivery.
- Responsible for maintaining project documentation and contribute to the development of tools, templates, and systems that improve program oversight and delivery.
- Collaborate across internal functions to ensure alignment with ONRSR's strategic priorities and regulatory responsibilities.




What you Bring – Key Competencies

Key to success in this role is that you:

- Tertiary qualifications in public administration, project management, transport, safety, or a related discipline.
- Strong organisational skills, with the ability to manage multiple tasks and prioritise effectively.
- Strong analytical and problem-solving skills, with the ability to interpret data and evidence to inform decisions, supported by a high level of attention to detail.
- Good written and verbal communication skills, including experience preparing reports, correspondence, or stakeholder material.
- Ability to work collaboratively within a team and with diverse stakeholders.
- Demonstrated experience in program or project development and implementation.

Helpful qualifications and experience

- Understanding of regulatory frameworks and/or rail industry operations is an advantage.

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| | <ul style="list-style-type: none"> • Experience in project or program coordination in a regulatory, transport, or government context is desirable. <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> |