

# Senior Investigator

## Position Description

National Operations

Permanent Regulatory Officer 2

	<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 and Culture</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 and motivated by the opportunity to improve rail safety and by the benefits this delivers to the Australian community.</p> <p>Our culture reflects our values of Integrity, Respect, Independence, Diligence and Excellence in the way we work, lead and engage with others. Our culture blueprint guides us to create a respectful, inclusive and equitable workplace – where diversity is embraced, and every individual can contribute, grow, and thrive. Every role plays a part in shaping this culture.</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>Senior Investigator</b> plays a key role in conducting safety investigations to identify breaches of legislative or accreditation requirements and to action or recommend appropriate regulatory responses.</p> <p>Senior Investigators will undertake and prepare investigations plans, witness statements, record of interviews, and on occasions act as a representative of ONRSR at courts and tribunals.</p>
	<p><b>Key Relationships</b></p> <p><b>Reports to:</b> National Manager, Investigations  <b>Internal:</b> All ONRSR staff across all locations.  <b>External:</b> Accredited Rail Transport Operations</p>



### **Your Responsibilities**

As an appointed Senior Investigator, using your demonstrated ability and understanding of ONRSR's policies, procedures and business processes, you will:

- Undertake assigned regulatory tasks including enquiries and investigations in accordance with the policies, procedures and business processes of ONRSR
- Provide analysis of rail transport operator's compliance with its safety management system as an input to enquiries and investigations
- Ensure that technical issues are identified, and appropriate specialist input obtained for specific aspects of enquiries and investigations
- Prepare enquiry and comprehensive investigation reports including detailed findings and recommended regulatory responses
- Prepare prosecution briefs based on investigation reports to support court actions
- Maintain accurate records ensuring all evidence and records are maintained consistent with ONRSR business process requirements
- Assist in coaching Rail Safety Officers on basic aspects of ONRSR's investigation processes
- Other duties as directed for the purpose of discharging the duties required by the role




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

Key to success in this role is that you:

- Have an appropriate tertiary qualification in investigations
- Relevant work experience in transport or safety within a regulatory, operational or heavy engineering environment
- Demonstrated experience in the conduct of safety investigations and/or regulatory investigations
- Demonstrated experience in the interpretation and administration of legislation
- Extensive understanding of the principles of integrated safety management systems, risk management, and their application to railway operations and the Rail Safety National Law
- Excellent interpersonal and written and verbal communication skills, including the ability to effectively consult, liaise and negotiate with internal and external customers and rail transport operators and to facilitate their cooperation and support to achieve desired outcomes
- Possess self-motivation and flexibility of approach, able to make decisions and adopt work practices to meet changing work requirements and situations
- Demonstrated ability to work as part of a team
- Experience in and knowledge of the rail industry is highly desirable
- Relevant rail industry qualifications are desirable

### **Helpful qualifications and experience**

While experience and qualifications in the rail industry is highly desirable if you've had previous experience in a safety investigation, coordinating complex

	<p>investigations or knowledge of risk and safety management systems will also be viewed favourably.</p> <p>You must hold and maintain a current driver's licence, the right to work in Australia and be comfortable to undertake a criminal history check and meet the requirements of a Category 3 Rail Safety Worker in accordance with the National Standard for Health Assessment of Rail Safety Workers.</p> <p><b>Your compliance</b></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><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 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</p>

	<p>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>
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