

POSITION DESCRIPTION



Title:	Rail Safety Officer (Sydney)
Division:	National Operations
Reports To:	Manager Operations, Sydney Office
Direct Reports:	Nil
Location:	Sydney
Employment Status:	Permanent full time
Special Conditions:	<ul style="list-style-type: none"> • You will be required to undertake a criminal history check. • You must have the right to work in Australia and be an Australian citizen, permanent resident or hold a valid work permit or visa. • ONRSR has zero tolerance to the use of alcohol and non-prescription drugs for all workers whilst 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 & Alcohol Policy. • Work outside of normal business hours, on weekends and public holidays may be required, as will a requirement to travel, which may include short stays in interstate offices. • You will meet the requirements of a Category 3 Rail Safety Worker in accordance with the National Standard for Health Assessment of Rail Safety Workers. • You must hold a current Australian driver's licence. • It may be necessary to be available to be on call and or be recalled back to work when off duty as required and as directed by the authorising manager.
Significant Stakeholder Relationships:	The position liaises with and provides basic advice on rail safety matters to rail transport operators.

POSITION CONTEXT:

The Office of the National Rail Safety Regulator (ONRSR) is an independent regulatory authority that pursues safe railways for Australia by encouraging safe rail operations, enforcing national compliance with the *Rail Safety National Law* (RSNL), and promoting and improving rail safety across the country.

ONRSR is a visible player in the rail industry, conducting value-adding interactions that are informed by a strategic combination of industry intelligence, knowledge of operations, and use of rail safety data. ONRSR has the dual, but complementary, roles of administrator of the RSNL accreditation regime, and the regulator of a duty-based safety management regime. For further information visit our website at www.onrsr.com.au

The role of **Rail Safety Officer** leads basic audits and compliance inspections or participates in complex audits and compliance inspections, on rail transport operators in relation to compliance with and in response to possible breaches of rail safety law, including as a result of rail occurrences. The position also participates in the assessment of accreditations and registrations of rail transport operators and will undertake projects relating to operational regulatory matters or office activities.

KEY RESPONSIBILITIES:

- Undertake assigned regulatory tasks including site visits, audits, compliance inspections and operational investigations in accordance with ONRSR policies, procedures and business processes
- Assess applications for accreditation and registration in accordance with ONRSR policies, procedures and business processes
- Provide recommendations to the Director, Operations
- Provide high level written reports on regulatory activities undertaken
- Assist in provision of technical advice on rail safety operational (principally application of the *Rail Safety National Law*) matters
- Perform the function of duty officer on a roster by taking phone calls regarding rail incidents and

- providing limited initial responses
- Others duties as directed for the purpose of discharging the duties required by the role

KEY SELECTION CRITERIA:

- Demonstrated understanding of integrated safety management systems and risk management, including implementation and application to achieve operational safety outcomes
- Sound 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
- Tertiary qualifications, with relevance to engineering, science, safety or risk is desirable.
- Operational safety experience in the rail industry, or other similar high risk transport sector is desirable
- Lead Assessor Quality Auditor qualification is desirable

BENEFITS OF WORKING AT ONRSR:

ONRSR actively encourages productive working relationships, a healthy work-life balance, workplace diversity and innovation. You will work for an organisation which offers a commitment to learning and development and flexible work and lifestyle options.

EXPECTATIONS:

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 behaviour 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.

OTHER RELEVANT INFORMATION:

Agreement Coverage

Employment with ONRSR is subject to the terms and conditions outlined in the *ONRSR Enterprise Agreement*.

Work Health and Safety Requirements

ONRSR is committed to providing a healthy and safe workplace for all our people. In realising this commitment, ONRSR complies with all relevant work health and safety legislation.

Privacy Notification

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.

ACCEPTANCE:

I have read and understood the requirements of the position and agree to carry out the key responsibilities to the best of my ability. I understand that I may be required to perform other duties from time to time to fulfill the position requirements.

Name:	
Signature:	
Date:	