

POSITION DESCRIPTION



Position Title:	Program Manager
Division:	Office of the Chief Executive
Reports To:	Chief Executive
Direct Reports:	Not applicable
Location:	Adelaide
Employment Status:	Fixed term – to 31 December 2022
Special Conditions:	<ul style="list-style-type: none">You will be required to undertake a National Police Check.You may be required to travel, which may include short stays at interstate offices.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.
Significant Stakeholder Relationships:	Chief Operating Officer; Executive Director PRaSE, ONRSR Executive team, Director National Operations, Safety Intelligence team, IM&T team, PRaSE and National Operations Divisions.

POSITION CONTEXT:

ONRSR facilitates the seamless and safe operation of rail transport and promotes rail safety and safety improvement across the country. ONRSR is an independent body corporate established under the *Rail Safety National Law* and its primary objectives are to encourage and enforce safe railway operations and promote and improve national rail safety. ONRSR has responsibility for regulatory oversight of rail safety in every Australian state and territory. To achieve these goals, ONRSR aims to maintain and improve rail safety through consistent risk-based application of the law across jurisdictions, sharing and improving regulatory practice and developing strong stakeholder relationships and engagement.

ONRSR has built upon the successful legacy of previous state-based regulators since its inception in 2013 to deliver rail safety regulation. Over this time, it has invested in both its approach to regulation, and its internal capability. Building upon its successful track record of delivery, it has now working with key stakeholders to deliver a new “National Rail Safety Data Strategy”, representing a generational change to the dataset available for stakeholders to make rail safety decisions. ONRSR has also committed the enhanced sharing of this information with industry and other stakeholders and has commenced projects to deliver this commitment, including the use of portals. The new data set also feeds into a potential new cost recovery model for ONRSR.

The role of Program Manager is a newly created fixed term role primarily created to ensure ONRSR is ready for the commencement of the National Data Strategy on 1 July 2022 and other related project commitments. Reflecting its importance to the organisation, the role will report directly to the Chief Executive and will take a lead role in the delivery of a number of critical and high profile corporate initiatives/projects that will have impact internally on business processes, data, information and IT systems and externally on industry and major stakeholders. Supported by a Steering Committee composed of the organisation’s senior executives, the role will establish and then execute the program of activities to deliver these initiatives on time and on budget. Individual projects will continue to have project managers, with this role being responsible for overall coordination and the delivery taking into account finite resources and the timeline required.

KEY RESPONSIBILITIES:

- Establishment and end-to-end delivery of the program of cross-functional interdependent projects
- Creation of a comprehensive program plan including governance, risk management,

communications, resource management and project documentation

- Applying an agreed industry standard methodology to ensure effective program controls are established
- Manage program/project communications and negotiation with key internal stakeholders
- Track and report on individual projects and whole of program delivery progress to agreed milestones, plans and budgets
- Prepare timely, accurate and high-quality reports, documents and presentations for program steering committee and key stakeholders.
- Lead change management across multiple, cross-functional interdependent projects ensuring achievement of program benefits
- Successful transition and handover of projects to BAU operations
- Establish and maintain strong, collaborative and productive working relationships with key internal stakeholders.

KEY SELECTION CRITERIA:

- Significant and proven experience in delivering critical and high-profile programs and projects, including with substantial external impact, and with a substantial data and ICT component
- Proven experience in leadership roles with excellent interpersonal, communication and presentation skills
- Focused upon delivery but still applying proper project disciplines and appropriate documentation
- Strong working knowledge and application of project and program governance best practice
- Program/Project Management qualifications

Highly Desirable

- Strong working knowledge and application of Agile project management
- Qualified Prince 2 Practitioner

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:	