Corporate Governance Partner
Position Description

Corporate Services, Level 5
Adelaide or Melbourne



About ONRSR

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 *Rail Safety National Law*, and promotes and improves rail safety throughout Australia.

Our People

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 ONRSRs 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.

Our purpose

Safe railways for Australia



The Role – Your impact and contribution

The **Corporate Governance Partner** is a critical role within the national Governance and Risk Team, responsible for promoting strong, transparent governance practices across ONRSR's operations in all states and territories. This position leads the development and implementation of high-quality governance frameworks, ensuring organisational compliance with relevant legislation, and regulatory obligations.

This role is responsible for overseeing ONRSR's Freedom of Information (FOI) processes, ensuring they are managed in accordance with applicable jurisdictional requirements.

Your contribution will provide expert governance and risk advice to a range of internal stakeholders, including senior executives, staff, and board members. The role actively contributes to fostering a culture of integrity, accountability, and continuous improvement across the organisation.



Key Relationships

Reports to: Senior Manager Governance and Risk
Internal: Executive Director, Corporate Services, Chief Executive, ONRSR Leadership team, Corporate Policy owners, Legal team
External: Independent Members of the ONRSR Members Meeting and the ONRSR Audit & Risk Committee, Information Commissioners, FOI requesters and External Auditors

Your Responsibilities

Activities

Combining your enthusiasm for effective corporate governance and your demonstrated experience as a committee secretariat and managing FOI requests you will:



- Lead the planning, coordination and administration of ONRSR's governance committees and related processes, including maintaining related artefacts, registers and charters.
- Maintain relevant statutory registers and key governance artefacts, including the Legislative Compliance Register, instruments of delegation and authorisation, charters and terms of references across all jurisdictions.
- Act as Secretariat for key governance committees, including the ONRSR Members Meeting, Audit & Risk Committee and Risk Committee including being responsible for:
    - Preparing meeting agendas and meeting materials, take minutes, manage correspondence and maintain records;
    - Coordinate forward agenda items and receipt of papers with key stakeholders well in advance of meetings;
    - Work with key contributors to ensure papers for meetings are suitable and meet standards
    - Develop and prepare high-quality reports and papers on behalf of the Chief Executive and Executive Director, Corporate Services are required
- Manage ONRSR's FOI responsibilities, ensuring compliance with relevant state, territory, and federal FOI legislation.
- Coordinate timely and accurate responses to FOI applications, reviews, and enquiries.
- Develop, implement and maintain FOI policies and procedures that reflect the legislative frameworks applicable across different jurisdictions.
- Educate and support staff in understanding FOI obligations and processes.
- Sign off on FOI requests or provide recommended response to the Chief Executive or Executive Director Corporate Services.
- Develop, implement and maintain policies, processes and procedures that enable the effective operation of ONRSR's Corporate Governance Framework.
- Lead the effective review of ONRSR's corporate policies and procedures with policy owners, ensuring they align with evolving legislation, organisational goals and modern practices for effective policy and process.
- Develop and implement a set of standards to ensure ONRSR's Corporate policies and procedures are aligned, consistent, clear and practical.
- Lead the ONRSR Corporate Policy Review Committee to provide effective oversight and governance across ONRSR's corporate policies and key procedures.
- Manage and maintain the Legislative Compliance register and supporting systems within Protecht Obligations register.
- Monitor and respond to legislative or regulatory changes impacting governance, ensuring relevant updates are implemented in a timely manner.
- Work closely with the Corporate Governance Officer to ensure function activities are achieved.
- Support the implementation of best practice governance to embed integrity, ethics and risk awareness across ONRSR.
- Support the Senior Manager Governance and Risk and Executive Leadership in fulfilling internal audit, risk, and ethics obligations at a national level.
- Promote awareness and understanding of governance responsibilities and frameworks throughout the organisation.



What you Bring – Key Competencies

Key to success in this role is that you:

Essential:

- Demonstrated experience in a governance or corporate compliance role with a national or multi-jurisdictional organisation.
- Comprehensive knowledge of governance frameworks, legislative obligations, and regulatory compliance across Australian jurisdictions.
- Proven experience managing FOI processes under multiple legislative regimes.
- Proven experience providing comprehensive secretariat services to boards or governance committees.
- Demonstrated ability to build and maintain positive working relationships with stakeholders.
- Highly developed written and verbal communication skills with a demonstrated ability to engage diverse internal and external stakeholders.
- Strong organisational and project management capabilities with attention to detail and time-sensitive deliverables.
- Ability to exercise sound judgement, confidentiality, and discretion in sensitive matters.

Desirable:

- Familiarity with public sector, not-for-profit, or regulated industry governance environments.
- Proficiency in governance software and electronic document management systems.
- Proficiency in SharePoint.

Relevant qualifications and experience

- Tertiary qualifications in Law, Public Administration, Governance, or a related 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 very rare occasions, this role may 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.

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.

	**Our Commitment to you and your Commitment to ONRSR** 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 *ONRSR Way* 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. 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 Plan; demonstrating appropriate and professional behaviours in accordance with the Code of Conduct and values; providing assistance to team member s if required; and undertaking other key responsibilities or activities as directed. 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.