Senior Manager, Governance & Risk

Position Description

Corporate Services

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 role of **Senior Manager, Governance & Risk** plays a critical leadership role in shaping and enhancing ONRSR's internal audit assurance, enterprise risk management, records management and corporate governance frameworks. This position is responsible for leading the Governance & Risk team in driving the continuous development, improvement and oversight of these functions to deliver an integrated, risk-based governance assurance program. A key focus of the role is to support the strategic direction of these areas and provide informed advice and recommendations to the Executive Director, Corporate Services, the Chief Executive and the Audit & Risk Committee.

You will seek to foster constructive and consultative relationships across the organisation while upholding the necessary independence of the role. You will communicate complex or challenging insights to stakeholders across all levels of the organisation, ensuring transparency and integrity in governance practices.



Key Relationships

Reports to: Executive Director, Corporate Services. This role has independent access to the Chair, Audit & Risk Committee if required.

Internal: Chief Executive, Audit & Risk Committee, General Counsel, ONRSR Leadership team and designated risk owners.

External: External Auditor, State Records SA, Safe Work (and or equivalent in respective states), Freedom of Information requestors.

Your Responsibilities

Activities

Combining your enthusiasm for strong corporate governance and your proven expertise in internal audit and risk management, you will:

Internal Audit & Enterprise Risk Management

- Ensure the internal audit assurance, enterprise risk and information management frameworks and methodologies at ONRSR are fit for purpose and aligned with best practices.
- Support the development and delivery of the internal audit program to the Audit & Risk Committee Board for approval.
- Lead and deliver the internal audit program ensuring all assurance reviews are effectively planned, approved and monitored. This includes maintaining and enhancing assurance methodologies, tools, and processes to drive continuous improvement.
- Drive a culture of continuous improvement in the development, enhancement, maintenance and administration of ONRSR's internal audit assurance and enterprise risk management frameworks. Providing guidance and advice to key stakeholders, including the Chief Executive, Executive Director, Corporate Services, risk coordinators, risk owners and control owners.
- Oversee the management of the enterprise risk register, ensuring regular risk reviews and control assessments are conducted to maintain an accurate and up-to-date risk profile,
- Lead the review and discussion with the Executive Management Committee and ONRSR Members to maintain ONRSR's risk appetite statement and assessment of ONRSR's strategic risks.
- Ensure the Executive Director, Corporate Services, Chief Executive and Audit & Risk Committee are provided with insightful and meaningful reporting across relevant aspects of the ONRSR risk-based assurance program to enable meaningful and robust discussions and management decision making.
- Lead and oversee the internal audit corrective actions and risk treatments in collaboration with the business and ensure timely and effective risk-based completion of actions.
- Evaluate and enhance the internal audit and risk management methodologies in accordance with current best practice, recommending improvements to support the strategic direction of ONRSR's assurance.

Legislative and Regulatory Compliance

- Oversee the system of assurance for compliance with ONRSR's legislative obligations, while consolidating functions and activities that align within Corporate Governance.
  Monitor and respond to legislative or regulatory changes impacting ONRSR's governance frameworks, WHS Obligations, Return to Work Obligations, ensuring relevant updates are implemented in a timely manner.
- Oversee the organisations Work Health and Safety (WHS) risk management and compliance activities across all states, ensuring the maintenance of appropriate registers and robust reporting to support the effective management of hazards, near misses, injury and psychosocial risks.

	• Ensure the effective management and maintenance of ONRSR's Legislative Compliance Register and compliance attestation system. • Provide support and guidance to the business and IT functions to ensure systems and applications comply with Information Management requirements and the obligations under the Privacy Act. Corporate Governance • Responsible for promoting and maintaining the governance framework that empowers ONRSR to achieve its organisational objectives, while ensuring the framework remains adaptive to both internal growth and an evolving external environment. • Oversee the development and implementation of a set of standards to ensure ONRSR's Corporate policies and procedures are aligned, consistent, clear and practical with a people centric focus. • Represent the Governance and Risk function on internal committees and working groups as appropriate. • Establish a robust Information Management framework along with associated policies and procedures to ensure compliance with the State Record Act. • Provide strategic oversight of the ongoing administration and management of ONRSR's Information Management Framework and policies, supported by continuous business improvement initiatives. Freedom of Information • Oversee the management and compliance of ONRSR's responses to Freedom of Information (FOI) requests, ensuring adherence to all relevant legislative requirements. Leadership & Team Development • Foster a collaborative, high-performing culture within the Governance & Risk team and Corporate Service promoting accountability, innovation and continuous improvement. • Actively support the professional growth and development of team members, building capability and ensuring critical skills and knowledge are effectively shared and embedded across the team. Risk, Ethics & Corporate Responsibility • Contribute to ONRSR's risk, culture, and compliance programs by embedding best practice governance frameworks that support organisational integrity and accountability. • Support the Executive Director, Corporate Services and Executive Leadership in meeting internal audit, risk, and ethics obligations at a national level.
	What you Bring – Key Competencies Key to success in this role is that you have: **Essential:** • Demonstrated leadership skills with the ability to lead, guide and develop a high performing team.



- Demonstrated experience in either internal or external auditing practices.
- Demonstrated expertise in overseeing and managing an enterprise risk management system.
- Knowledge of best-practice risk management and internal audit methodologies, systems and tools.
- Extensive knowledge of business operations, processes, governance frameworks and records and privacy management.
- Strong analytic and problem-solving capabilities and the ability to identify solutions and recommendations that effectively and pragmatically address business and control needs.
- Well-developed interpersonal, verbal and written communication skills that can be used to provide meaningful succinct advice to key stakeholders across ONRSR, including Board level committees.
- Demonstrated ability to build and maintain strong working relationships with stakeholders at all levels of ONRSR while also being able to deliver potentially challenging messages and/or constructively challenge stakeholders.

Desirable:

- Familiarity with public sector or regulated industry governance environments.
- Proficiency in governance software and electronic document management systems (in particular Protecht).
- Proficiency in Sharepoint.

Helpful qualifications and experience

- A certification or tertiary qualification in internal audit and/or risk management.
- Working knowledge of Freedom of Information, Information Management and Privacy legislation.

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 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.

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 team and is proud of its structured Regulatory Officer Training Program that supports Regulatory Officers in learning the *ONRSR Way* 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. 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. 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.