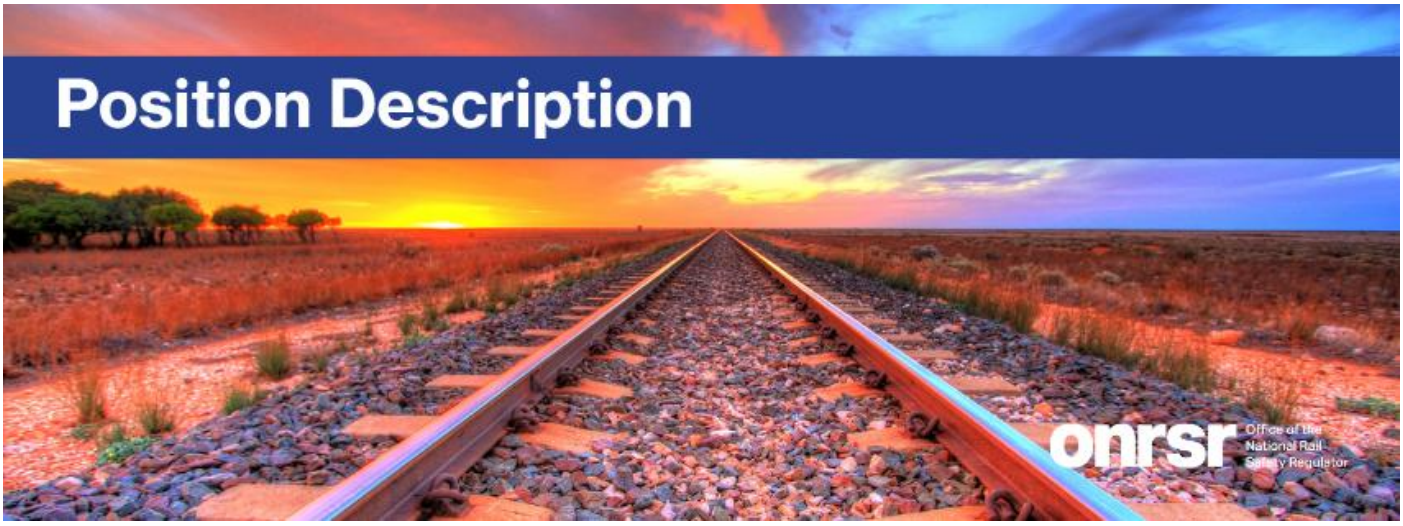


Risk and Compliance Partner

Division	Corporate Services
Team	Governance and Risk
Location	Adelaide or Melbourne
Classification	ONRSR Enterprise Agreement - Level 5
Reports to	Director, Governance and Risk
Direct Reports	Nil
Key Relationships	Internal: All Staff External: Auditors, Safe Work (and/or equivalent in respective States)

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 and Our Culture	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. We recognise that a diverse workforce strengthens our capability by bringing together different perspectives, experiences, and skills. We are committed to creating an inclusive environment that enables all staff members to contribute fully. By fostering this culture, we support collaboration, drive innovation, enhance decision-making, and elevate our overall organisational performance

	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.
Our Purpose	Safe railways for Australia
Your impact and contribution	The Risk & Compliance Partner is responsible for the implementation, management and maintenance of a comprehensive Risk & Compliance framework across the organisation. Your contribution will ensure that our activities comply with our legislative obligations while fostering a culture of risk-based decision making throughout the organisation. The Risk and Compliance Partner will lead the initiatives to identify, assess and mitigate organisational risks, including the wellbeing of employees.
Your Responsibilities	Combining your enthusiasm for compliance oversight and your demonstrated experience in risk and WHS management, you will: **Enterprise Risk Management** • Develop and implement an Enterprise Risk Framework across ONRSR in line with the relevant Standards. • Ensure the management and maintenance of the enterprise risk registers, consulting with relevant stakeholders to ensure risk reviews and control assessments are regularly undertaken. • Identify, assess and manage psychosocial risks in the workplace in partnership with the People & Capability team to implement appropriate controls and risk management support. • Monitor and review the effectiveness of psychosocial risk management strategies and make necessary adjustments. • Prepare high-quality enterprise risk reports for the Risk Committee, The Executive, the Audit and Risk Committee and ONRSR Members Meeting to support decision making and management of risk. • Perform the Secretariat role for the ONRSR Risk Committee, responsible for developing the Committee Agenda and coordinating the development and distribution of papers to Members, drafting Minutes and managing action items arising from meetings. • Conduct internal risk assessments, identifying risk areas in the organisation and recommending solutions to reduce risks to the Director, Governance & Risk. • Deliver projects to develop and implement systems for the identification, recording, monitoring, reporting and mitigation of risk and compliance.

	• Provide advice and recommendations to assist with the development and review of policies and procedures to ensure risks are appropriately managed and compliance with legislation, regulations and industry standards. • Undertake management of the enterprise risk management systems. • Manage relevant governance annual attestation processes **Work, Health & Safety** • Support the Director, Governance & Risk to establish and embed the WHS and Injury Management compliance and governance framework, including maintaining relevant policies, procedures and processes. • Chair the WHS Working Group, co-ordinate the meetings, develop and distribute papers, follow up action items and communicate meeting minutes to all staff. • Collaborate with the People & Capability team to assist with guidance on workplace injuries, injury management and support work cover claims. **Business Continuity** • Work with relevant teams to establish and maintain appropriate business continuity and emergency management frameworks, policies and procedures.
Key Competencies	Key to success in this role is that you have: • Proficiency in enterprise risk management software (e.g. Protecht). • Excellent observational ability and a thoughtful communicator who is able to collaborate with the business and key stakeholders to achieve appropriate outcomes. • Excellent written and verbal communications skills for preparation and presentation of reports to governance committees.
Qualifications and Experience	Key to success in this role is that you have: • Extensive experience in Enterprise Risk Management. • Experience in both Commonwealth and State Health & Safety legislative compliance at an Enterprise level. • Demonstrated ability to build and maintain a risk based and positive safety culture within an organisation. • Proven ability to educate and influence senior leaders and stakeholders. • Demonstrated ability to facilitate workshops and risk planning sessions. A tertiary qualification in risk or a related field is considered desirable.
Capability Framework	• Governance and Risk Partners (Risk and Compliance) • Cultural Capability Framework (L5-S2, RSO 2,3)

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 for 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, in accordance with the Drug and Alcohol Policy.
Special Conditions	Special conditions that apply to this role include: • On 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 will include short stays in ONRSR interstate offices. • Required to complete a national police check • Hold and maintain the right to work in Australia
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	ONRSR is genuinely committed to investing in the capability of its team and is proud of its structured approach to supporting capability and development of all employees in a supportive environment. All team members are considered regulatory team members whether infield or enabling and can access opportunities to learn key skills in their role and about regulation through a range of programs including our Regulatory Officer Training 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, Respect and Inclusion at ONRSR Policy and Culture Blueprint; providing assistance to team members if required; and undertaking other key responsibilities or activities as directed.
Your Commitment to ONRSR	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.

Employee Signature:	**Date:**