

## POSITION DESCRIPTION



Position Title:	Senior Manager, Human Resources
Division:	Corporate
Reports To:	Executive Director, Corporate
Direct Reports:	Human Resource Advisors
Location:	Adelaide
Employment Status:	Permanent, Full Time
Special Conditions:	<ul style="list-style-type: none"><li>You will be required to undertake a criminal history check.</li><li>You must have the right to work in Australia and be an Australian citizen, permanent resident or hold a valid work permit or visa.</li><li>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 &amp; Alcohol Policy.</li></ul>
Significant Stakeholder Relationships:	Chief Executive, Chief Operating Officer, Executive Directors, Managers

### 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 strives to be a visible player in the rail industry, respected for 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](http://www.onrsr.com.au)

The **SENIOR MANAGER, HUMAN RESOURCES** is under the broad direction of the Executive Director, Corporate. The role is responsible for the leading and management the delivery high quality human resources services to support the achievement of ONRSR's goals and objectives.

### KEY RESPONSIBILITIES:

- Provide high level leadership and mentoring to the human resources national team.
  - Manage industrial and employee relations nationally, including negotiating enterprise agreements and ensuring national organisational compliance with employment legislation and other industrial instruments.
  - Provide strategic advice and/or reports and briefing papers at a high level to the Chief Executive, Executive Directors, Managers and other employees on human resource management issues, risks and trends.
  - Support the Executive team to maintain organisational cultural and employee engagement in a complex national environment.
  - Support staff in implementing proactive workforce strategies and interventions in order to drive performance.
  - Oversee the strategic and operational requirements for the human resource functions, including human resources business planning, recruitment, performance management, learning and development, work health and safety, workers compensation, and create an environment of continuous improvement of all aspects of these functions.
  - Develop, implement and review human resources policies and associated procedures to ensure compliance with all relevant employment legislation.
  - Provide strategic oversight and management of the Learning and Development function.
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**KEY SELECTION CRITERIA:**

- Tertiary qualification in human resources or a related field.
- Demonstrated senior level experience in managing human resource functions within a complex organisation.
- High level of interpersonal, negotiation and relationship development skills which engender trust, co-operation and confidence.
- Proven high level strategic thinking skills and demonstrated ability to analyse and conceptualise problems, formulate and execute appropriate solutions and negotiate successful outcomes in an innovative and resourceful manner.
- Proven leadership ability with a successful track record in achieving organisational objectives in a climate of significant organisational and cultural change.
- Proven experience in leading a team of Human Resource professionals.
- Proven high level verbal and written communication skills, including the ability to produce human resources business plans, complex reports and human resources policies and associated procedures.
- Demonstrated experience in industrial relations and employee relations, including negotiating enterprise agreements and interpreting employment legislation.
- Demonstrated ability to develop and maintain constructive relationships with employee representative bodies/ associations/ unions
- Possess a high level of discretion and confidentiality.

**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:	