



# Integrity and Ethics Officer

<b>Reporting to</b>	General Manager – General Counsel and Governance
<b>Classification/Band</b>	EL2
<b>Location</b>	Canberra, ACT or Sydney, NSW
<b>Duration</b>	Fulltime/Ongoing

## About the High Speed Rail Authority

The Australian Government is planning a future high speed rail network to connect Brisbane, Sydney, Canberra, Melbourne and regional communities across the east coast of Australia.

The High Speed Rail Authority (the Authority), an independent corporate Commonwealth entity governed by an independent board, is leading the development and delivery of National High Speed Rail.

Line 1 of this nationally significant project would connect Newcastle to Sydney on a dedicated new railway using trains travelling up to 320km/h.

Journeys would be at least twice as fast as now – it would take about an hour to get from Newcastle to Sydney and about 30 minutes from the Central Coast to Newcastle or to Sydney.

As the proposed network expands, further regions and communities would be connected by high speed rail.

A journey from Canberra to Sydney would take about 90 minutes, while it would take about four hours to travel from Melbourne to Sydney or from Sydney to Brisbane.

The Authority's role includes providing policy and planning advice and recommendations to the Australian Government and undertaking research and evaluation in relation to the high speed rail network and corridor along the east coast.

National High Speed Rail will contribute to a number of key Australian Government priorities, including increased economic productivity, new housing options, regional economic and tourism development and contributing to net zero.

More information about the Authority and our work is available at: [www.hsra.gov.au](http://www.hsra.gov.au).

## Primary purpose of the role

The purpose of this role during the Development Phase is to support the implementation and operationalising of the integrity framework by providing expert advice, oversight, and assurance on probity, ethical conduct, conflicts of interest, and compliance with relevant policies, codes, legislation, and standards. The role promotes transparency, accountability, integrity and ethical decision-making across the organisation.

## Key Responsibilities

This role will be responsible for:

### Integrity and Ethics advisory:

- Providing timely, independent probity and ethics advice across procurements, ~~grants~~, recruitment and other high-risk and high-impact decisions, ensuring processes uphold the APS Code of Conduct and Values.
- Embedding the Integrity Framework and related policies (including Probity and Conflicts of Interest Management) in procurement planning, market engagement, evaluation and negotiation, consistent with the APS Code of Conduct, Finance guidance and the Commonwealth Procurement Rules (CPRs).
- Leading processes to identify, assess, record and provide advice to stakeholders on the management of actual, potential and perceived conflicts of interest for officials and advisors; maintain registers and implement proportionate controls.
- Developing, reviewing and integrating integrity policies which align with APS Code, APS Values, and PGPA duties of officials.

### Assurance & review:

- Conducting probity reviews on selected activities; preparing findings and recommendations that withstand audit and parliamentary scrutiny.
- Preparing briefings for relevant Boards and Committees on integrity risks, controls and incident learnings; advising on Code of Conduct matters and interface to breach procedures as required.
- Ensure appropriate treatment of confidential and sensitive information in line with Code of Conduct, legislation and agency policies.

### Continuous improvement:

- Monitoring developments in APS integrity frameworks, CPR updates and other guidance to update the Authority's practice.
- Designing and delivering practical training on probity, ethical decision-making, conflicts, and recordkeeping duties.
- Driving integrity maturity within the Authority

## Knowledge, Experience and Skills

The below table shows the technical and core professional capabilities required for this role, as well as the skills and experience needed to fulfill the relevant capabilities:

Capability	Skills and experience, with the ability to:
<b>Technical Capabilities</b>	
<b>Qualifications &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Qualifications in law, governance or a related field, relevant professional membership/accreditation is highly desirable.</li> <li>• Experience delivering probity and ethics advice in the Commonwealth Government context (procurement, grants, recruitment or major projects), including documenting probity approaches and supporting evaluations.</li> <li>• Experience developing or reviewing integrity frameworks/policies and conducting probity reviews or audits that align to APS frameworks and PGPA duties.</li> <li>• Exposure to Code of Conduct processes (advisory interface, education, or supporting breach procedures) is highly desirable</li> </ul>
<b>Job Specific &amp; Technical Capabilities</b>	<ul style="list-style-type: none"> <li>• Demonstrated understanding of APS Values and Code of Conduct requirements, including honesty, integrity, impartiality, accountability, respect, ethical conduct, commitment to service, and stewardship and how they inform day-to-day conduct and decision-making.</li> <li>• Demonstrated understanding of current Commonwealth Procurement Rules expectations</li> <li>• Demonstrated ability to identify probity risks early and design practical, proportionate mitigations that align with CPRs and Finance probity guidance.</li> <li>• Demonstrated ability to build relationships and influence outcomes. Experience in educating, challenging and gaining buy-in while maintaining independence.</li> <li>• Demonstrated ability to communicate complex issues clearly, both orally and in writing. Demonstrated ability to apply ethical decision making principles.</li> <li>• Demonstrated discretion managing sensitive information appropriately.</li> </ul>
<b>Core Capabilities as a leader at the Authority</b>	
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Ability to recognise shared agendas and work towards mutually beneficial outcomes.</li> <li>• Ability to bring people together and find opportunities to share information and foster teamwork.</li> <li>• Delivers constructive feedback in a manner that gains acceptance and achieves outcomes</li> </ul>
<b>Achieve Results</b>	<ul style="list-style-type: none"> <li>• Establishes clear plans and timeframes for project implementation and outlines specific activities.</li> <li>• Monitors progress and identifies risks that may impact on outcomes.</li> <li>• Commits to achieving quality outcomes and ensure documentation procedures are maintained.</li> </ul>
<b>Strategic Thinking</b>	<ul style="list-style-type: none"> <li>• Translates strategy into operational goals.</li> </ul>

## OFFICIAL

- Understands the Authority's objectives and can implement systems and processes to ensure correct probity practices in the procurement process.
- Maintain an awareness of the Authority and where continued developments will impact on procurement to ensure continued best practice approaches.
- Weighs up the options to identify solutions and explore creative alternatives to solve problems.

---

### Communicate with Influence

- Confidently presents messages in a clear, concise and articulate manner
- Seeks to understand audience and tailors communication style and message accordingly.
- Anticipates the position of the other party and adapts approach accordingly.
- Encourages the support of relevant stakeholders.

---

## Behavioural Indicators

*The following behavioural indicators are key attributes that will be required for this role to succeed*

---

### Builds organisational capability

- Instigates continuous improvement activities.

---

### Personal Courage

- Provides impartial and forthright advice.

---

### Communicates clearly

- Confidently presents messages in a clear, concise and articulate manner.

---

### Cooperation

- Finds opportunities to share information and ensure that all relevant parties are kept informed of issues.
-

## Key Stakeholders

---

Relationship	Relationship requirements and objectives
<b>Internal</b>	<ul style="list-style-type: none"> <li>• General Counsel and Board Secretary</li> <li>• CEO and Senior Leadership team</li> <li>• Risk Advisors</li> <li>• Procurement and Finance Team</li> <li>• Project delivery team</li> <li>• Projects and commercial team</li> <li>• HR team</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• External probity advisors</li> <li>• AGS</li> <li>• Auditors</li> <li>• Regulators</li> <li>• Government agency stakeholders</li> <li>• Authority's advisors, consultants and contractors</li> </ul>

---

## Eligibility Requirements

Employment with the Authority is subject to conditions prescribed within the [Public Service Act 1999](#) included:

- **Citizenship:** must be an Australian citizen to be eligible for employment with the Authority.
- **Qualification:** Degree or equivalent working experience.
- **Pre-Employment Screening:** Police check is a mandatory requirement check
- **Security Clearance:** Baseline Clearance

## HSRA Values



Australian Government  
High Speed Rail Authority



# Our Values



### Safety and wellbeing

We take responsibility to ensure that how we work and what we deliver will be safe. We recognise the importance of wellbeing for our staff and the wider team and will ensure we create a culture where people thrive.



### Team work and respect

Our people and our culture drive our success. We value diverse perspectives and treat every individual with respect, kindness and consideration. We work together to leverage each other's strengths, share ideas and overcome challenges, creating a positive and productive work environment.



### Accountability and integrity

We take responsibility for our actions and honour our commitments. We foster a culture of honesty, transparency and ethical decision-making to build trust and respectful relationships.



### Agile and learning

We are efficient and undertake rapid issue resolution to inform timely decision-making. We have an openness to learn, develop and embrace change.



### Impact and innovation

Our work is meaningful and will make a lasting positive impact for all Australians. We are committed to using our skills and talents to solve problems and create a better and more sustainable future. We promote creative and forward-thinking ideas and solutions.