Australian Government
High Speed Rail Authority

Head of Compliance

Reporting to	General Manager – General Counsel and Governance
Classification/Band	EL2
Location	Canberra, Newcastle or Sydney
Duration	Full-time/Part-time - 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 .

Primary purpose of the role

The purpose of this role during the Development Phase is to take responsibility for embedding compliance obligations into day-to-day operations and providing assurance to senior management, the Board and the Audit and Risk Committee.

Key Responsibilities

This role will be responsible for:

Compliance Framework and Program Management

- Maintain and continuously improve the Authority's legislative compliance framework, ensuring it remains fit for purpose and aligned with legislative, regulatory and policy obligations.
- Oversee the operational compliance program, including the development and maintenance of compliance registers, monitoring activities and reporting mechanisms.
- Ensure appropriate management systems, tools, processes and controls are in place to support effective compliance management and escalation.

Operational Compliance and Business Engagement

- Assist to drive a high compliance culture within the Authority.
- Work closely with internal stakeholders to embed compliance obligations into business processes and day-to-day operations.
- Provide practical guidance and support to the business on compliance requirements and expectations.
- Monitor compliance performance and support the identification, assessment and management of compliance risks.

Breach Management and Reporting

- Oversee the review, assessment and management of compliance breaches, including working with the business to investigate issues and implement remediation actions.
- Maintain breach registers and ensure timely escalation of material matters in accordance with the compliance framework.
- Prepare compliance reports and management attestations, including statements of compliance for senior management and the Audit and Risk Committee.

Assurance and Continuous Improvement

- Support the provision of assurance to senior management and the Audit and Risk Committee, including input into management statements confirming compliance with relevant obligations.
- Identify opportunities for continuous improvement in compliance processes, reporting and controls.
- Contribute to the ongoing development of compliance tools, training and guidance materials.

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:
Technical Capabilities	
Qualifications & Knowledge	• Experience working with an Audit and Risk Committee. • Experience in a public sector, infrastructure, or regulated environment. • Minimum 3 years of experience in a legal and compliance functic within an organisation • Relevant qualifications in law, business, finance, compliance, risl governance. • Compliance certification (eg. CCEP, CRCMP) desirable but not required
Job Specific & Technical Capabilities	• Demonstrated experience in a compliance, risk or governance rc within a complex or regulated organisation. • Sound understanding of compliance frameworks and operational compliance programs. • Experience establishing and maintaining compliance registers, reporting and breach management processes. • Strong stakeholder engagement skills, with the ability to work collaboratively with the business to achieve compliance outcome • High level of attention to detail and strong analytical and problem solving skills. • Demonstrates sound judgement and professionalism when managing sensitive compliance matters. • Operates with a practical, solutions-focused approach while maintaining appropriate governance standards. • Able to work autonomously and manage competing priorities in a fast-paced environment. • Committed to continuous improvement and building a strong compliance culture across the organisation. • Demonstrated understanding of Commonwealth statutory contex which HSRA operates, including working knowledge of the PGPA PSPF, Commonwealth Procurement Rules, Privacy Act, National Archives Act and related policies.

Core Capabilities as a leader at the Authority

Strategic Thinking	• Inspires a sense of purpose and direction • Focuses strategically • Harnesses information and opportunities • Shows judgement. Intelligence and commonsense
Achieves Results	• Builds organizational capabilities and responsiveness • Marshals professional expertise • Steers and implements change and deals with uncertainty • Ensures closure and delivers on intended results.
Productive working relationships	• Nurtures internal and external relationships • Facilitates cooperation and partnerships • Values individual differences and diversity • Guides, mentors and develops people
Personal Drive and Integrity	• Demonstrates public service professionalism and probity • Engages with risk and shows personal courage • Commits to action • Displays resilience • Demonstrates self-awareness and a commitment to personal development
Communicates with influence	• Communicates clearly • Listens, understands and adapts to audience • Negotiates persuasively

Behavioural Indicators

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

Collaboration	• Develops and maintains a network with others internally and externally. • Consults, promotes open discussion with stakeholders and ensures they are kept informed or progress and issues.
Integrity	• Adheres to the APS Values and Code of Conduct and consistently behaves in an honest. Ethical and professional way • Makes decisions for the corporate good without favouritism or bias; places the aims of the organisation above personal ambitions.
Communication	• Translates information for others and focuses on clearly communicating key points • Persuasive and presents rationale with relevant and suitable supporting evidence.

Efficiency	• Evaluates projects and business processes to understand critical factors for success. • Maintains focus on quality to achieve key outcomes.

Key Stakeholders

Relationship	Relationship requirements and objectives
Internal	
	• General Counsel and Board Secretary • CEO and Senior Leadership team • Risk Advisors • Procurement and Finance Team • Project delivery team • Projects and commercial team
External	
	• Auditors • Regulators • Government agency stakeholders

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.