

JOB ROLE STATEMENT

STANDARDS CO-ORDINATOR LEVEL 4

DIRECTORATE PLANNING AND TECHNICAL SERVICES
BRANCH MATERIALS ENGINEERING
POSITION NO VARIOUS

KEY RESPONSIBILITIES

Co-ordinate with development of the processes and documentation and implementation of Main Roads Laboratory Quality System. Co-ordinate with the review and assessment of Materials Testing Methods and NATA accreditation.

KEY DELIVERIES

Pavements Engineering Standards

- Co-ordinate with the scoping, development, maintenance and implementation of Main Roads Laboratory Quality System Manual.
- Monitor, audit and assist in ensuring adherence of Main Roads Laboratories to the Laboratory Quality System and NATA requirements.
- Liaise with internal stakeholders and review, assess and publish Materials Test Methods, Guidelines, Procedures and Standards.
- Undertake research applicable to the development of Test Methods and Laboratory Standards.
- Supervise consultants and contractors.
- Co-ordinate delivery and assist with development of Construction Materials Testing training modules.

Audits

- Provide advice on audit testing requirements and procedures.
- Liaise with all Main Roads laboratories and other Directorates in the delivery of materials testing and project audit testing.
- Develop and maintain systems to record and analyse materials testing and project conformance audit testing data.
- Co-ordinate with reviewing, analysing and reporting on the outcomes of materials testing and project audit testing.

Stakeholder Relationships

- Build and enhance collaborative working relationships with Main Roads Directorates, the Transport Portfolio and stakeholders across other agencies.
- Undertake consultation, liaison and negotiation with stakeholders (e.g. Regional materials services, project delivery teams and external laboratories) on the development of Laboratory Test Methods, Guidelines, Procedures and Standards.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL	POSITION NO
LABORATORY MANAGER	LEVEL 6 P0059481

STANDARDS CO-ORDINATOR LEVEL 4

POSITIONS UNDER DIRECT SUPERVISION

List the position numbers, titles and levels of positions directly supervised

ALL POSITIONS UNDER CONTROL

State number of positions only

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

- An Advanced Diploma in Laboratory Operations or other relevant discipline, or an equivalent level of skill, knowledge and experience.
- Sound skill, knowledge and experience in:
 - development and implementation of systems and procedures
 - application of NATA requirements
 - pavements and road building materials
 - research, analysis and problem solving
 - liaison, negotiation and facilitation
 - building and enhancing stakeholder relationships
 - written communication and report writing
- Knowledge of:
 - site investigation, representative sampling and laboratory techniques
 - quality system management principles
 - policies and practices in Work Health and Safety (WHS), and on EEO, diversity and equity

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE

M. Harcourt
BRANCH/SECTION HEAD

DATE

3 Jun 25

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE

Philip Murray
EXECUTIVE DIRECTOR PLANNING AND TECHNICAL SERVICES

DATE

3/11/25

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE

M. Bastian
EXECUTIVE DIRECTOR HUMAN RESOURCES

DATE

5/11/25