



Position Description

Position title:	Cementitious Materials Registration Scheme (CMRS) Administrator
Entity:	Austroads
Group:	Research, Guidance and Practice
Job Type:	Part-time (0.6 FTE)
Location:	Austroads Sydney or Melbourne Office
Reports to:	Program Manager Transport Infrastructure
Responsible GM:	General Manager - Research, Guidance and Practice
Direct reports:	N/A
Date reviewed:	5 May 2026

Organisational Context

Austroads is the association of Australian and New Zealand transport agencies.

We provide authoritative, practical and impartial advice, information, tools and services to help our members to deliver safe, efficient and reliable mobility to their customers.

We also deliver value to a range of other key stakeholders across government, industry and communities, where there is a demonstrated societal benefit to do so.

Austroads comprises several business activities, including the core Austroads work program, the National Exchange of Vehicle and Driver Information System (NEVDIS), and Transport Certification Australia (TCA).

Our teams are located across Australia and New Zealand. We work in an integrated and collaborative way, along with external consultancies and other partners, to ensure our products and services are delivered successfully and maximise value.

Austroads promotes a culture of professionalism, innovation, and integrity, with a commitment to accountability, quality, and excellence in the delivery of all of our programs and services. Austroads values continuous improvement, and all staff are expected to engage in their work in a spirit of curiosity, collaboration, and proactivity.

We recognise the unique skills and abilities of each individual, who come from a wide range of disciplines and backgrounds. We support our people through ongoing development and learning opportunities and create a supportive team environment for all our staff. We strive to be an employer of choice.

Austroads takes inclusion and diversity seriously. We embrace difference and diversity of identity, experience and thought, and actively strive for inclusive behaviours across our company and our work.

The Role

Team Purpose

The purpose of the Research and Guidance Team is to undertake research into issues of shared interest and to support and encourage common practice among our members.

The key functions of the team include working with our members to:

Conduct research to understand issues and opportunities and identify innovative solutions to current and emerging road and transport issues, and to publish findings in research and technical reports.

Develop, enhance and maintain clear, practical and agreed guidance, tools, specifications, methods and other products to inform the design, construction, maintenance and operation of the road network in Australia and New Zealand.

Manage Austroads representation in key forums such as Standards Australia and PIARC.

Additionally, some services are provided through the division to members to help deliver on Austroads' purpose.

Position Purpose

The Cementitious Materials Registration Scheme (CMRS) Administrator role is responsible for assessing and assuring the compliance, suitability, and technical integrity of cementitious materials registered for government and public use. The position plays a critical role in safeguarding the quality and reliability of materials used in public infrastructure by ensuring alignment with relevant technical specifications and regulatory requirements.

The role applies strong technical, analytical, statistical, and communication skills to evaluate testing data, collaborate with NATA-accredited laboratories, and engage constructively with industry stakeholders to identify, investigate, and resolve compliance issues or anomalies. Suited to a qualified analytical chemist or chemical engineer, the position offers a meaningful part-time opportunity with a strong technical focus and clear public interest outcome.

Major Responsibilities/Accountabilities

The major responsibilities of this role are:

- Assess applications for new product registrations for the Cementitious Materials Registration Scheme (CMRS).
- Ensure all cementitious materials registered through the CMRS meet relevant technical criteria and testing frequencies.
- Review, analyse, and interpret chemical and physical test data received from manufacturers or suppliers of products registered through the CMRS in accordance with specification and CMRS requirements.
- Identify data anomalies, trends and non-conformances with specification and CMRS requirements.
- Implement root cause analysis to identify and mitigate risk of use of non-conforming products that have an adverse impact on use and performance of the product.

- Work collaboratively with industry participants, suppliers, and manufacturers to resolve compliance issues identified through the CMRS.
- Liaise regularly with NATA accredited laboratories to clarify methodologies, results, and testing protocols and/or conduct verification testing for the products registered through the CMRS.
- Maintain accurate and defensible records of assessments, decisions, and correspondence.
- Provide clear, evidence-based advice and recommendations to internal and external stakeholders.
- Support continuous improvement in testing, assessment processes, and specification compliance.
- Participate in orientation and training activities, including initial interstate travel if required.
- Support other technical specifications and test method development and maintenance work.

Key Stakeholder Interfaces

Internal

- General Manager Research Guidance and Practice
- Program Manager Infrastructure
- Domain Experts and Engineers
- Communications Manager

External

- Austroads membership organisations
- Cementitious material suppliers
- Concrete industry representatives
- NATA accredited laboratory (Transport for NSW)

The Person

Qualifications, Knowledge, and Experience

The CMRS Administrator will possess:

- Tertiary qualification in Analytical Chemistry, Chemical Engineering, or a closely related discipline.
- Strong technical and analytical capability.
- Sound understanding of statistical principles and quality assurance and control and their application to test data and compliance.
- High proficiency in Microsoft Excel (including data analysis, formulas, and data validation).

- Experience reviewing laboratory test results and engaging with technical specialists.
- Excellent written and verbal communication skills.
- Demonstrated ability to manage stakeholders professionally, balancing collaboration with firm compliance expectations.
- Strong attention to detail and commitment to accuracy and quality.

Desirable:

- Experience in a compliance, quality assurance, regulatory, or materials assessment environment.
- Knowledge of cementitious materials (cements, fly ash, slag and other cementitious products, construction materials, or related standards and specifications).
- Experience working with or within accredited testing laboratories.
- Familiarity with government, infrastructure, or public-sector operating environments.

Personal Qualities

The incumbent will need to present a professional image and build a strong relationship across the enterprise. Specifically, the role requires:

- Approachable, professional, and confident in technical discussions.
- Assertive when required to ensure standards and specifications are met.
- Methodical, organised, and able to work independently in a part-time capacity.
- Comfortable engaging with a range of technical and non-technical stakeholders.
- Strong ethical standards and commitment to public safety and quality outcomes.

Capability Profile

Flexibility and Adaptability	Adjusts approach in line with changing priorities. Is open to acquiring and developing skills and knowledge, adapts to new ways of working or organise work to deliver results.	Foundation
Critical Thinking and Problem Solving	Objectively analyses and evaluates available data, points of view, needs of stakeholders and potential solutions before recommending relevant actions or decisions.	Intermediate
Digital and Technological Proficiency	Integrates digital and technological developments in the design and delivery of relevant policies, programs and services.	Intermediate
Data Literacy	Utilises diverse data sources to improve the speed and quality of service delivery and decision making processes	Intermediate
Stakeholder Management	Identifies stakeholders impacted by decisions. Takes steps to keep interested parties engaged while managing expectations on outcomes.	Intermediate

Communicating with Impact	Uses various communication media to convey information, ideas, and insights in ways that maximises understanding of key messages. Possesses good written and verbal communication skills.	Intermediate
Customer Focus	Understands customer needs, applies skills, knowledge and experience to deliver high impact services that address those needs.	Intermediate
Working Collaboratively	Collaborates with others, demonstrating an understanding of their value to the organisation.	Intermediate