Role definition

|  |  |
| --- | --- |
| Job title: | Document Controller (Projects) |
| Reports to: | Document Control Manager |
| Direct reports: | 0 |
| Business unit: | Baker Hicks Limited | Location: | South East England |

Summary

|  |
| --- |
| Provide Document Control Support to Engineering Projects by working to the Company Processes and Procedures. Ensuring the creation, retention and revision of information is complaint and effective with British Standards and Licence Conditions. |

Key objectives

Principal responsibilities and accountabilities

|  |
| --- |
| Provide support to the Document Control ManagerAbility to produce reports regarding the Document Control inboxesOperate the document control processes appropriately for each category and classification of Document or drawing, to ensure effective creation, control, management recovery and change control.Carry out routine document control activities for the company, including document release and publishing, query handling, management of transmittals, copying, scanning and library management. All in accordance with the Document Distribution Matrix (DDM).Provide support with regards to document numbering, the application of metadata and the ability to work with a Document Management System (DMS) and document control procedures. Maintenance and checking of accuracy of existing document and records.Support to the departments in the issue, receipt and tracking of all documentation both electronically and in hard copy where applicable. |
|  |

Person specification

Qualifications and training

|  |
| --- |
|  Educated to HNC level standard or equivalent, or appropriate qualifications in Information Management/Document Control  |

Technical skills and experience

|  |
| --- |
| Ability to demonstrate a proven track record of document control experience within a project environmentTechnical knowledge of a Document Management System (EDMS)Understanding of document workflow for all file typesUnderstanding of British Standards, Legislation and Licence condition requirementsUnderstanding of Government Legislation in relation to Data Protection and Copy write lawUnderstanding of Project HandoverUnderstanding of contract arrangements for the project deliverables associated with themUnderstanding of Security classificationsAble to manipulate data and expediate where necessaryUnderstanding of audit requirements and complianceAbility to communicate effectively with all levelsAbility to demonstrate document control processes and procedures on a project during different phases of the project lifecycle. |