Role definition

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| Job title: | Document Controller  |
| Reports to: | Document Control Manager |
| Direct reports: |  |
| Business unit: | Baker Hicks | Location: |  |

Summary

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| To operate document control processes and procedures that have been implemented and to ensure the control of all project documents, including creation, retention, and revision control is compliant and effective. |

Key objectives

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| * Responds positively to the needs of internal and external customers.
* Proactively tackles blocks and barriers to progress.
* Actively encourages feedback/challenge from those around them – surfaces risks and concerns before they become problems.
* Promotes a positive health and safety culture.
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Principal responsibilities and accountabilities

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| * Provide support to the Lead Doc Controller
* Ability to produce reports about the various document control inboxes.
* Operate the document control process appropriate for each category and classification of document/drawing to ensure effective creation, control, management, recovery and change revision 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.
* Provide support with regard to document numbering, the application of metadata, and ability to work with EDMS and on the document control procedures to be followed.
* Maintenance and checking for accuracy of existing document records.
* Support to departments in the issue receipt and tracking of all documentation both electronically and in hardcopy where applicable.
* Ability to demonstrate a proven track record of document control experience
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Person specification

Qualifications and training

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| Educated to GCSE level standard or equivalent or, appropriate qualifications in information management / document control or knowledge and experience. |

Technical skills and experience

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| * Good technical knowledge of electronic document management systems (EDMS).
* Ability to communicate effectively with all levels
* Ability to demonstrate document control processes and procedures on a project during different phases of the project lifecycle.
* Experienced user of MS office computer applications such as Word, Excel, Outlook, and PowerPoint.
* Understanding of government legislation in relation to data protection and copyright law.
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