Role definition

|  |  |  |  |
| --- | --- | --- | --- |
| Job title: | Senior Document Controller | | |
| Reports to: | Document Control Manager | | |
| Direct reports: | N/A | | |
| Business unit: | Baker Hicks Limited | Location: | Reading |

Summary

|  |
| --- |
| A member of the BakerHicks Managed Services Team reporting to and supporting the Document control manager. To maintain the document control processes and procedures that have been implemented and to ensure that management and control of all project documents, including creation, retention, and revision control is compliant and effective |

Key objectives

Principal responsibilities and accountabilities

|  |
| --- |
|  |
| Provide support to the Lead Document Controller.  Lead, support, and coach other members of the document control team.  Manage and produce reports about the various document control inboxes.  Provide one to one and group training on document management to all staff as requested by the Lead Document Controller.  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 all aspects of use of the Document Management System (DMS) and on the document control procedures to be followed.  Maintain distribution matrices as required for all sectors on the project(s) Ensuring appropriate recipients receive electronic and hard copies where applicable.  Assist LDC in resolving problems arising that relate to documentation and change in the scope of work.  Maintenance and checking for accuracy of existing document records.  Assist LDC to ensure DMS activities are controlled and that deliverables are being delivered in accordance with agreed schedules, milestones and cost. Focusing on aiding project goals and objectives. |

Person specification

Qualifications and training

|  |
| --- |
| Educated to HNC/ HND level standard or equivalent or, appropriate qualifications in information management / document control or significant knowledge and experience.  ECITB trained or equivalent is an advantage.  Leadership or proven experience. |

Technical skills and experience

|  |
| --- |
| Proven track record of being the Senior document controller on a major multi-discipline project.  Advanced technical knowledge of Document Management Systems (DMS).  Ability to communicate effectively with all levels at AWE.  Proven track record in the implementation and continuous improvement of document control processes and procedures on a railway project during different phases of the project lifecycle.  Proven ability in identifying and solving problems in a document control environment.  Advanced knowledge of using MS office computer applications such as Word, Excel, Outlook, and PowerPoint.  Advanced of ISO 9001:2000 requirements in relation to data/ documentation capture.  Advanced knowledge of government legislation in relation to data protection and copyright law.  **Other Requirements**   * Nationality: UK Nationals only (no dual citizenship) * Security Clearance: SC Minimum with the ability to progress to DV(A) level * To be fit and able to work on a nuclear licensed site * Full UK driving license and own transport |

|  |  |
| --- | --- |
| NAME | DATE |
| NAME: |  |
| NAME: |  |