Role Definition

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| Job Title: | Document Control Manager |
| Reports to: | Operations Manager |
| Contract Duration | 12 Months Fixed Term |
| Direct Reports: | Document Control Team (TBC) | Department: | Document Control |
| Business Unit: | BakerHicks Limited | Location: | Reading |

**Summary**

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| Manage a Document Control team for a large client site based near Reading, consisting of multiple projects of varying scopes. Maintain Document Control Management system, process and procedues and maintain in line with customer and programme requirements. This appointment is intended as a contract role to support in developing the capabilities of the newly appointed Lead Document Controller in preparation for future progression to Document Control Manager.  |

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| **Security & Restrictions** | **Key Objectives** |
| * Must hold UK passport
* British National – minimum
* Must be security cleared or prepared to be security cleared
 | * Manage document control team across the service providing support and guidance
* Establish key procedures, processes and maintain document management system
* Provide support across the client’s projects
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**Principal Responsibilities**

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| * Implement document management procedures, processes and standards taking into account customer requirements.
* Manage the programme document control function and team, guiding and supporting the team in their day to day roles and ensure the projects have adequate support.
* Carry out inspections, audits and assessments to measure effectiveness of controls and accuracy of data.
* Lead coordination of document management across entire project including policies, protocols and practice.
* Full ownership of document control function to ensure the issue, receipt and tracking of all programme information through to close out and handover stage
* Coordinate all document control procedure activities, including technical documents, drawings, and commercial correspondence
* Maintain accurate registers and action lists, ensuring timely document data input to ensure the most accurate and up to date information is readily available
* Liaise with programme team providing support, managing issues and insitigating solutions
* Deliver timely and periodic reports on deliverables and document status
* Proactively seek improvements and efficiencies to core processes and activities
* Carry out routine document management administrative tasks including document release and publishing and quality checking to ensure adherence to programme procedures
* Ensure consistency in document archive, retrieve and storage as well as compliance with general programme and client standards and policies e.g. numbering procedures, company formats and templates
* Lead, support & coach all members of the Document Control team, with particular focus on coaching the existing Lead Document Controller to enable them to progress into the Document Control Manager role once the contract period ends
* Seek opportunities for Continuous improvement, through analysis of the service performance Metrics
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**Qualifications & Training**

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| * Educated to NVQ level or equivalent qualifications (including experience)
* ECITB trained or equivalent
* Knowledge of a wide range of Electronic Document Management Systems essential
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**Technical Skills and Experience**

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| * Demonstrable leadership skills, with capability to absorb responsibility and accountability whilst providing sensitive direction to others
* Ability to provide coaching and knowledge transfer to the Lead Document Controller to aid in progression planning
* Energetic, highly motivated and reliable
* Confident with ability to interact and build strong relationships across all levels
* Proactive, actively pursues improvement
* Excellent writing, analytical and problem solving skills
* Practical experience of PAS1192 & ISO9001 standard and requirements
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**Desirable Skills and Experience**

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| * Experience working in a highly regulated environment desirable
* Experience working with EDMSs and Sharepoint desirable
* Experience of working with multiple projects teams desirable
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