

Business System Controller

Generic title	Assistant
General Description	<p>A functional support role responsible to manage the storage, distribution and filing of all company and project documents in both paper and multiple online systems.</p> <p>Expected to support closely defined processes and procedures within company and industry standards. The person will receive instruction, tasks and guidance from a more senior manager.</p>

Competencies

Achieving Results.	<p>Will set goals for self in own work environment</p> <p>Demonstrates enthusiasm for the job</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p>
Analytical thinking and decision making	Using personal experience and systematic approach to arrive at decisions on straightforward issues
Communication	<p>Communicates positively with clarity and understanding</p> <p>Presents information in a structured way</p> <p>Demonstrates confidence when communicating in own subject</p>
Dealing with change	<p>Positive attitude to change when presented</p> <p>Contributes to change in own area of work</p>
Teamwork	<p>Contribute to the overall team objectives</p> <p>Understand how to be part of a team</p> <p>Regularly cooperate with team members</p>
Leadership	<p>The capacity to assume some position of influence within a team</p> <p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility – organising and guiding where necessary</p>
Managing resources	<p>Works effectively within time and budget constraints set by others</p> <p>Looks to complete on schedule and recover slippage</p>
Negotiation	<p>The ability to discuss and agree priorities</p> <p>Understand the other's point of view</p> <p>Make an objective and structured case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
People Development	<p>Can respond within tested frameworks of development to identify own needs</p> <p>Uses personal experience to build own skills</p>

Role definition

Summary of role	<p>Reporting to the Business Systems Manager you will provide critical technical support to internal and external project teams and supply chain in the creation, development, modification and management of project documents and records, administration of the electronic document management systems (EDMS) and business systems in line with company procedures and standards</p> <p>Responsible for the timely, accurate and efficient management of the relevant business systems in use, you will manage and control the sorting, filing, storage and retrieval of both electronic and hard copy documents produced by technical teams, project teams, supply chain and departments</p>
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ROLE DEFINITION

	<p>onto multiple business systems ensuring project information is maintained in the most efficient manner across these systems</p> <p>The focus is on providing professional, consistent and reliable business systems and support to project teams to record, manage and provide information in the most efficient and effective way</p>
<p>Responsibilities and accountabilities</p>	<p>Routine document management duties completed to a high standard (including document release and publishing, technical query handling, transmittals, filing, copying and local library management)</p> <p>Responsible for the set up and management of document distribution via Viewpoint for Projects to the appropriate staff, subcontractors and suppliers as applicable (Workflows, Matrix Transmittals, RFI's, NEC forms)</p> <p>To ensure document control activities such as photocopying, scanning, QA checking, and other duties are completed promptly</p> <p>To manage and maintain all uploading, downloading and final archive review of project data into standard registers on multiple business systems</p> <p>Maintain accurate registers and prepare ad-hoc reports</p> <p>Conduct regular quality checks and audits of data stored within the business systems, identifying and correcting any anomalies as they appear</p> <p>Handling incoming and outgoing calls in a proactive and friendly manner</p> <p>Analysing complex data and demonstrating good attention to detail</p> <p>Providing effective software, hardware and technical IT support relevant to your role</p> <p>Provide practical help and first line training support to internal and external customers on relevant business systems</p> <p>Ensure team compliance with project business systems protocols and procedures</p> <p>Act as focal point for all team business systems matters</p> <p>Effectively communicate business systems problem areas to the project team where necessary, developing a good working relationship at all times</p> <p>Maintain and organise project library and archives on all relevant systems</p> <p>Continuous improvement of our process / procedures and customer support</p> <p>Adhere to the correct processes and standards to ensure that the Asset Information is collated, updated and maintained in the most efficient manner across all systems.</p> <p>Endorse the corporate content management system ensuring business system continuity is met</p> <p>Ad-hoc duties relevant to your role and the requirement of the projects</p>
<p>Qualifications, training and technical knowledge</p>	<p>Previous knowledge and experience of managing Viewpoint for Projects, SIMS and other business systems</p> <p>Previous Document Control and business systems experience</p> <p>Knowledge in use of spreadsheets, database, word processing and selected job specific software</p> <p>Experience setting up and using electronic document management and other business systems</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use computer and rapidly input data and retrieve records and information</p> <p>Ability to produce both regular and ad hoc reports</p> <p>(Some knowledge of construction practices and standards would be an advantage)</p>
<p>Attributes and skills</p>	<p>Ability to manage a given list of tasks with a logical and analytical approach</p> <p>Results / task orientated attention to detail and accuracy</p> <p>Excellent time management and organisational skills</p>

ROLE DEFINITION

	<p>Must demonstrate a strong sense of customer focus and have the ability to work collaboratively as part of a team and interact with a range of stakeholders</p> <p>Understanding of change, revision control and document status</p> <p>Good writing, analytical and problem-solving skills</p> <p>Ability to follow oral and written instructions</p> <p>Ability to handle difficult situations and problems</p> <p>Know when to ask for help and guidance</p>
<p>Core Duties</p>	<p>Take responsibility and the initiative in implementing the business systems in accordance with company procedures including:</p> <ul style="list-style-type: none"> • SIMS • SIMSgo • Viewpoint for Projects • MSite • Edocs • Archived business systems • Further systems implemented by the business
<p>Grade / Salary Band</p>	<p>MS10 / £24k - £30k</p>