

Document Controller

Generic title	Assistant
General Description	<p>A technical or functional support role expected to support closely defined tasks within company procedures and industry standards. The person will receive instruction, tasks and guidance from a more senior manager.</p> <p>In operations they will assist project and construction managers.</p> <p>In commercial they will assist buyers, planners, estimators and surveyors</p>

Competencies

Achieving Results	<p>Will set goals for self in own work environment</p> <p>Demonstrates enthusiasm for the job</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	The capacity to assume some position of influence within a team
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	The ability to discuss and agree priorities
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	Set up, manage and maintain project document control systems in line with company, customer and project.
Responsibilities and accountabilities	<p>Coordinate all activities related to the document control procedure, including technical documents, drawings, and commercial correspondence</p> <p>Input document data into standard registers ensuring that the information is accurate and up to date</p> <p>Make sure that controlled copies of latest approved documents and drawings are given to the appropriate staff, subcontractors and suppliers as applicable</p> <p>Maintain the documents and drawings in the document control office under safe custody without any damage or deterioration with easy traceability</p> <p>Maintain the files and control logs as required by the project</p> <p>Organise, manage and file document receipts and distribution lists, project documents and drawings in conjunction with project and corporate naming and numbering procedure</p> <p>Issue and receive controlled documentation, log issues and receivers, and create general electronic transmittals to the project, customer and suppliers</p> <p>Scan documentation and liaise with external reprographics company</p>

	<p>Archive, retrieve and store documentation adhering to company standards and policies</p> <p>Check that all information complies with specified company formats, templates and standards</p> <p>Assist the document control team with the issue, receipt and tracking of all engineering and supplier deliverables through to close out and handover stage</p> <p>Assist with quality checks and audits of document databases, identifying and correcting any anomalies</p> <p>Endorse the corporate content management system ensuring business system continuity is met</p> <p>General document control activities such as photocopying, scanning, quality checking of metadata and documents</p> <p>Maintain accurate registers and actions lists</p> <p>Carry out routine document management administrative tasks including document release and publishing, technical query handling, transmittals, filing, copying and local library management</p> <p>Ensure team compliance with project document control and project document numbering procedures</p> <p>Act as focal point for all team document management matters</p> <p>Effectively communicate document management problem areas to the project team where necessary</p> <p>Provide practical help and first line training support to team members</p> <p>Assist with the coordination of document management across the whole project including policies, protocols and practice</p> <p>Maintain and organise hard copy document masters in the satellite project library or archives</p>
<p>Qualifications, training and technical knowledge</p>	<p>Educated to NVQ level or equivalent</p> <p>Previous Document Control 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 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>Attributes and skills</p>	<p>Some supervision skills</p> <p>Ability to manage a given list of tasks</p> <p>Ability to work well either alone or as part of a team</p> <p>Some knowledge of construction practices and standards within their subject</p> <p>Good writing, analytical and problem solving skills</p> <p>Ability to follow oral and written instructions</p> <p>Ability to handle situations and problems</p> <p>Know when to ask for help and guidance</p>