Role definition

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| Job title: | Document Controller (Projects) | | |
| Reports to: | Document Control Manager | | |
| Direct reports: | 0 | | |
| Business unit: | Baker Hicks Limited | Location: | South East England |

Summary

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| Provide Document Control Support to Engineering Projects by working to the Company Processes and Procedures. Ensuring the creation, retention and revision of information is complaint and effective with British Standards and Licence Conditions. |

Key objectives

Principal responsibilities and accountabilities

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| Provide support to the Document Control Manager  Ability to produce reports regarding the Document Control inboxes  Operate the document control processes appropriately for each category and classification of  Document or drawing, to ensure effective creation, control, management recovery and change 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. All in accordance with the Document Distribution Matrix (DDM).  Provide support with regards to document numbering, the application of metadata and the ability to work with a Document Management System (DMS) and document control procedures.  Maintenance and checking of accuracy of existing document and records.  Support to the departments in the issue, receipt and tracking of all documentation both electronically and in hard copy where applicable. |
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Person specification

Qualifications and training

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| Educated to HNC level standard or equivalent, or appropriate qualifications in Information Management/Document Control |

Technical skills and experience

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| Ability to demonstrate a proven track record of document control experience within a project environment  Technical knowledge of a Document Management System (EDMS)  Understanding of document workflow for all file types  Understanding of British Standards, Legislation and Licence condition requirements  Understanding of Government Legislation in relation to Data Protection and Copy write law  Understanding of Project Handover  Understanding of contract arrangements for the project deliverables associated with them  Understanding of Security classifications  Able to manipulate data and expediate where necessary  Understanding of audit requirements and compliance  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. |