Role definition

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| Job title: | Document Controller - EPCM |
| Reports to: | Document Control Manager |
| Direct reports: | None | Department: | Document Control |
| Business unit: | BakerHicks Limited | Location: | Kent/London |

Summary

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| To provide efficient and accurate management of documents on allocated project. Providing support to the wider project team to ensure adherence to the business procedures for quality and document control as noted in the IMS and promote a smooth running project. |

Key Objectives

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| * Effectively manage all project documentation on a large project whilst maintaining quality and adhering to business standards
* Provide effective document control support to the client and wider project team.
* Maintain working knowledge of the EDMS (Electronic Document Management System)
* Be a team player and work well with others
* Prioritise responsibilities and workload
* Be a reliable and approachable point of contact for project team (both internal and external)
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Principal Responsibilities

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| * Manage and maintain the document control system for the project
* Control security and access on the project within the EDMS and provide access to project team members, ensuring that security procedures have been followed
* Effectively manage the project containers within the EDMS and ensure that information is easily accessible
* Maintain a comprehensive understanding of all document control procedures, guidance documents and processes within the IMS
* Appropriately process and store project documentation within internal server and EDMS
* Issue documentation to third parties and external customers via notification
* Work effectively with suppliers, the client and other external parties to ensure that information is distributed and managed correctly
* Quality check all documents on project for compliance with company procedures prior to issue
* Flag issues with documents and closely monitor progress of documents in workflow procedures
* Monitor the project deliverables list and ensure that the project team are working to the correct procedures
* Maintain good working relationship with document control manager and quality manager in order to effectively deliver projects using EDMS and undertake reasonable management instructions
* Liaise frequently with document control manager to support document control processes on the project
* Provide support and guidance to the project team (internal and external) in using the system and following document control procedures
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Person Specification

Qualifications and Training

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| * Knowledge of Viewpoint for Projects is essential
* Microsoft suite skills essential
* Sound educational background educated to A Level standard (or equivalent)
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Technical skills and experience

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| * Proven document control experience using electronic document management systems essential
* Experience of Viewpoint for Projects is essential
* Knowledge of Fieldview advantageous
* Experience of working within a main contractor environment essential
* Experience of working within an engineering/design business advantageous
* Strong oral and written communication skills to communicate effectively with internal and external teams
* Highly organised and driven with a 'can do' flexible and adaptable attitude
* Willingness and enthusiasm to take on new challenges and develop own role
* Ability to work under pressure and to deadlines
* Confidence and ability to interact at all levels internally and externally
* Able to prioritise and thrive in a busy, fast-paced environment to meet the demands of the team
* Strong work ethic
* Works well with a team as well as individually
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