Role definition

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| Job title: | Document Controller | | |
| Reports to: | Document Control Manager | | |
| Direct reports: |  | | |
| Business unit: | Baker Hicks | Location: |  |

Summary

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| To operate document control processes and procedures that have been implemented and to ensure the control of all project documents, including creation, retention, and revision control is compliant and effective. |

Key objectives

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| * Responds positively to the needs of internal and external customers. * Proactively tackles blocks and barriers to progress. * Actively encourages feedback/challenge from those around them – surfaces risks and concerns before they become problems. * Promotes a positive health and safety culture. |

Principal responsibilities and accountabilities

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| * Provide support to the Lead Doc Controller * Ability to produce reports about the various document control inboxes. * Operate the document control process appropriate for each category and classification of document/drawing to ensure effective creation, control, management, recovery and change revision 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. * Provide support with regard to document numbering, the application of metadata, and ability to work with EDMS and on the document control procedures to be followed. * Maintenance and checking for accuracy of existing document records. * Support to departments in the issue receipt and tracking of all documentation both electronically and in hardcopy where applicable. * Ability to demonstrate a proven track record of document control experience |
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Person specification

Qualifications and training

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| Educated to GCSE level standard or equivalent or, appropriate qualifications in information management / document control or knowledge and experience. |

Technical skills and experience

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| * Good technical knowledge of electronic document management systems (EDMS). * 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. * Experienced user of MS office computer applications such as Word, Excel, Outlook, and PowerPoint. * Understanding of government legislation in relation to data protection and copyright law. |

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