



# JOB & PERSON SPECIFICATION

Name		Job Title	Document Controller
Function Management	Operations Director	Line Management	Document Control Lead
Department	Document Control		
People Management	N/A		
Role Summary			
The formal receipt, issue, maintenance and control of all company controlled paper and electronic documents according to company procedures			
Work Environment			
Office based, Sitting, Computer use			
Responsibilities			
<ul style="list-style-type: none"><li>• Maintaining technical files in line with company procedures</li><li>• Formal receipt, issue and control of company documents in line with company procedures</li><li>• Maintaining accurate document control records in line with company procedures</li><li>• Refinement of existing document control recording systems through discussions and agreement with line supervision</li><li>• Assisting with other general project, technical and document management support activities within capabilities, when requested to do so</li><li>• Manage and update document folder structure in the system</li><li>• Support, monitor and review Suppliers and Contractors Document Control</li><li>• Liaison with client document control departments ensuring their procedures are adhered to</li><li>• Coordination with all departments within the company in order to assure that all documents are kept in the right place, in the right department file archive and properly identified</li><li>• Administration of records, drawings and documents in accordance with the Quality Management System and other relevant specifications</li><li>• Preparation of document transmittals and maintaining precise, auditable records</li><li>• Ensuring a hardcopy (where appropriate) / electronic copy of all previous revisions are available in document control and uploaded to the Document Management System</li><li>• Undertake archiving in accordance with the Quality Management System</li><li>• Support and monitor Document Management of the projects</li><li>• Undertake specific Senior Document Controller duties in their absence</li><li>• Receive and control Client supplied, project related documents, in line with Company procedures</li><li>• Demonstration of safe approach in working practises</li><li>• Encouragement of attention to safety</li><li>• Responsible for ensuring professional development is maintained and identified competency requirements are undertaken in a timely manner</li><li>• Adherence to the Company Integrated Management System</li><li>• Raise issues of quality, health, safety and environmental and input to continuous quality improvement element</li><li>• Compliance with quality assurance, health and safety and environmental policies</li><li>• Demonstrate PD&amp;MS QHSE principles</li><li>• Ensure unsafe activities are challenged</li><li>• Adherence to the requirements of the best practice standards recommendations and processes in the undertaking of duties</li><li>• Demonstrate PD&amp;MS values</li></ul>			



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Authorities			
N/A			
Skills & Attributes			
<ul style="list-style-type: none"> <li>• Team working</li> <li>• Customer and quality focused</li> <li>• Professional conduct</li> <li>• Good communication</li> <li>• Ability to use own initiative</li> <li>• Good organisational skills</li> <li>• Responsive to business and client needs</li> <li>• Safety aware</li> <li>• Accuracy</li> </ul>			
Competency Standards	M / P	Y / N / CE	Details
Minimum of 3 Standard Grades at Grade 3 or higher or equivalent	M		
Previous experience in a similar role	M		
Competent in the use of MS Office Applications	M		
Experienced in the use of document management systems e.g. ProArc	M		
Excellent written and spoken English	M		
M – Mandatory	P – Preferred	CE – Competency Evaluation	