



JOB & PERSON SPECIFICATION

Name		Job Title	Senior Document Controller
Function Management	Operations Director	Line Management	Document Control Lead
Department	Document Control		
People Management	Document Controllers in absence of Document Control Lead		
Role Summary			
In conjunction with Document Controllers, formally receive, issue, maintain and control all company controlled paper and electronic documents according to company procedures and the management of the department in the absence of the Document Control Lead			
Work Environment			
Office based, Sitting, Computer use			
Responsibilities			
<ul style="list-style-type: none"> • Maintaining technical files in line with company procedures • Formal receipt, issue and control of company documents in line with company procedures • Maintaining accurate document control records in line with company procedures • Refinement of existing document control recording systems through discussions and agreement with line supervision • Assisting with other general project, technical and document management support activities within capabilities, when requested to do so • Liaison with client document control departments ensuring their procedures are adhered to • Support, monitor and review Suppliers and Contractors Document Control • Manage and update Supplier, Clients and 3rd Party Document Folder Structure in the system • 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. • Administration of records, drawings and documents in accordance with the Quality Management System and other relevant specifications • Preparation of document transmittals and maintaining precise, auditable records • Ensuring a hardcopy (where appropriate) / electronic copy of all previous revisions are available in document control and uploaded to the Document Management System / Pro Arc • Undertaken archiving in accordance with the Quality Management System • Support and monitor Document Management of the projects • Undertake specific Lead Document Controller duties in their absence • Liaison with client document control departments ensuring their procedures are adhered to • Deputise as ProArc Administrator • Act as Trainer for ProArc systems • Acts as Focal Point for Document Controllers for general daily queries • Attend Client meetings when required • Receive and control Client supplied, project related documents, in line with Company procedures • Demonstration of safe approach in working practises • Raise issues of quality, health, safety and environmental and input to continuous quality improvement element • Encouragement of attention to safety • Responsible for ensuring professional development is maintained and identified competency requirements are undertaken in a timely manner • Adherence to the Company Integrated Management System 			



JOB & PERSON SPECIFICATION

- Compliance with quality assurance, health and safety and environmental policies
- Demonstrate PD&MS QHSE principles
- Ensure unsafe activities are challenged
- Adherence to the requirements of the best practice standards recommendations and processes in the undertaking of duties
- Demonstrate PD&MS values

Authorities

N/A

Skills & Attributes

- People management
- Team working
- Customer and quality focused
- Professional conduct
- Good communication
- Ability to use own initiative
- Good organisational skills
- Responsive to business and client needs
- Safety aware
- Good level of accuracy

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		
Knowledge and understanding of relevant oil and gas industry codes and standards	M		
Exposure to People Management	P		
Excellent written and spoken English	M		
M – Mandatory	P – Preferred		CE – Competency Evaluation