



# JOB & PERSON SPECIFICATION

<b>Name</b>		<b>Job Title</b>	Assistant Document Controller
<b>Function Management</b>	Operations Director	<b>Line Management</b>	Document Control Lead
<b>Department</b>	Document Control		
<b>People Management</b>	N/A		
<b>Role Summary</b>			
Assisting with the formal receipt, issue, maintenance and control of all company controlled paper and electronic documents according to company procedures			
<b>Work Environment</b>			
Office based, Sitting, Computer use			
<b>Responsibilities</b>			
<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>• Assisting with other general project, technical and document management support activities within capabilities, when requested to do so</li> <li>• Assist with management and updating of document folder structure in the system</li> <li>• Assist with supporting, monitoring and review of Suppliers and Contractors Document Control</li> <li>• Liaison with client document control departments ensuring client document control 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>• Receive and control Client supplied, project related documents, in line with Company procedures</li> <li>• Issue / transmit Company produced, project related documents / deliverables, in line with Company procedures</li> <li>• Assisting DCC with general day to day administration</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>			

PD&MS Group is a trading name of PD&MS Energy (Aberdeen) Limited, Registered in Scotland, Registration Number 233070



# JOB & PERSON SPECIFICATION

## Authorities

N/A

## Skills & Attributes

- 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
- Accuracy

Competency Standards	M / P	Y / N / CE	Details
Minimum of 3 Standard Grades at Grade 3 or higher or equivalent	M		
Competent in the use of MS Office Applications	M		
Exposure to the use of document management systems e.g. ProArc	P		
Excellent written and spoken English	M		
M – Mandatory	P – Preferred		CE – Competency Evaluation