

Role profile

Job details

Job title	Document Controller
Reports to	Engineering Manager
Department/Business stream	Engineering

The main purpose of the role

Reporting to the Site Manager the Document Controller is responsible for managing the day to day throughput of designs, drawings and information from external designers for internal review and onward transmittal to the client and site teams.

For maintaining document control logs, recording all correspondence and maintaining a database of key submission dates. Drawing, printing and preparation of document submission packs. Assisting the Engineering Manager with design approvals and technical standards review, including maintenance of quality and project documentation.

Main duties and responsibilities <i>Key Accountability and Responsibilities</i> <ul style="list-style-type: none"> • Log all design information into and out of the office • Maintain records of revisions and current status of drawings • Monitor submission dates and report compliance • Prepare packs for review by the Engineering Manager • Distribute completed designs to clients and sites • Maintain up to date master office copies and drawing logs • Print and organise hard copies of drawings as required • Office administration • Assist the Engineering Manager to organise/develop databases • Maintain standard documents (CVs, competency matrices etc) • Assist in the review process • Arrange site audits to check compliance • Periodically review IHS • Provide standards when requested by site 	
<i>Collaborative Working</i> <ul style="list-style-type: none"> • Assisting the Engineering Manager • Liaison with site teams • Liaison with client • Liaison with external/internal designers 	
Key measures & targets <ul style="list-style-type: none"> • Effective organisation of systems • Timely production and distribution of drawings/designs • Efficient maintenance and monitoring of design progress matrix 	Key relationships <ul style="list-style-type: none"> • Office team • Client • Designers • Site teams

Person specification

Criteria	Requirement	Essential/Desirable
Knowledge and experience	<ul style="list-style-type: none"> The successful applicant will have experience of working in a similar role, in a busy site/office environment 	E
	<ul style="list-style-type: none"> Experience in Document Control Management using EDMS systems such as eB, Projectwise, Sharepoint 	E
	<ul style="list-style-type: none"> Extensive administration experience is a must 	E
Skills/Qualifications	<ul style="list-style-type: none"> Good organisational skills 	E
	<ul style="list-style-type: none"> Ability to work to deadline 	E
	<ul style="list-style-type: none"> Ability to work with minimal supervision 	E
	<ul style="list-style-type: none"> Attention to detail 	E
Personal Qualities	<ul style="list-style-type: none"> Good communicator 	E
	<ul style="list-style-type: none"> Approachable 	E
	<ul style="list-style-type: none"> Time management skills 	E
	<ul style="list-style-type: none"> Efficient and pro-active 	E

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

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