

## Job Specification

<b>Job Title</b>	Document Controller
<b>Permanent/Contract</b>	Permanent
<b>Location</b>	Aberdeen
<b>Job Description Summary (experience, education, skills, environment)</b>	<ul style="list-style-type: none"><li>• Assist with daily information and document management services and request fulfilment.</li><li>• Search and retrieval in the EDMS, maintenance and accuracy of departmental files and classifications.</li><li>• Registering (scanning, filing, archiving) hardcopy documents into the Document Management System.</li><li>• Updating document records to accurately represent the documents.</li><li>• Archiving in accordance with Document Schedules.</li><li>• Updating controlled documents, O &amp; M manuals, certification documents and any safety case relevant documents.</li><li>• Issue and distribution of controlled document updates.</li><li>• System acceptance tests.</li><li>• Distribution and tracking of the document review and comments procedure.</li><li>• Developing and Implementing new procedures/processes for document control and management.</li><li>• Developing new systems (define requirements, test and accept systems, support implementation, systems security).</li><li>• Administration of the technical document update process.</li><li>• Control of Original Documents when issued.</li><li>• Working with the business to ensure that right services are delivered.</li><li>• Legacy projects support as required.</li><li>• Business Unit specific tasks (if applicable).</li><li>• Supporting users in rollout of new systems.</li><li>• Promoting IM policies and procedures in the business.</li></ul>
	<b>Carry-out:</b> Reporting activities and time spent on each.

Provide input to departmental reports, e.g. transmittal summaries.

**Skills**  
**(Essentials/Desirables)**

**Essentials**

**Desirables**

- Written and verbal business and technical communication skills
- Aptitude for techniques of Information Management
- Good time management
- Good team and solo worker
- Motivated and motivating

**Experience**  
**(Industry/Hardware/Software)**

Knowledge of technical document types and their management, including security and retention.

Knowledge of document management systems and processes.

Experience of classification and indexing in filing.

2 years experience and/or a relevant qualification.

Document management background in relevant business unit (if applicable).

Competent user of Microsoft Office.