

ORGANIZATIONAL CONTEXT

Job Title	Document Control Lead
Job Code	PWA title-
Grade	3-4
Affairs	Roads O&M
Department	Network improvement
Section	Handover
Team	Document Control
Date last updated	24 March 2014

JOB CONTENT

Role Objective

1. Develop and manage the documentations system for handing over of Assets from Construction into Maintenance, ensuring that all required Asset information is captured and integrated into the Departments Asset Management systems.
2. Controls documents for the department by filling, checking, providing system reports, maintaining and updating electronic information systems, distributing documents, and ensuring accuracy of documentation for the relevant projects.

Job Roles & Responsibilities

1. Ensures that the project's documents are checked and submitted on time prior to their submission due date.
2. Ensures that standards of quality are observed throughout documents.
3. Prepares relevant material and documents that require checking, validating and signing prior to submission date and advises the relevant Project Manager of specific actions to take.
4. Liaises with staff to seek support (if required) and complete the submission of documents as required.
5. Edits and validates documents according to QR's standard operating procedures of document control and submits to the relevant Project Manager (depending on reporting line) for final review and approval.
6. Coordinates with the project's staff in order to ensure that documents are kept in the right place and in the right department file archive.
7. Files documents as required by the Project Manager and performs regular checks on the project's documents in order to ensure they are properly submitted to other individuals, groups and departments as required.

BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE

(Knowledge and experience needed for the satisfactory performance of the job)

Educational & Experience:

Qualifications

Essential

- Diploma / degree in any discipline
- 10-15 years of experience in document control and project administration – large scale construction
- Constructions project experience

Desirable

- Engineering degree
- Project Management qualification (PRINCE 2, PMP or equivalent)
- IOSH Managing Safety or equivalent

Technical Knowledge

- Must have a good knowledge of Asset Management and Highway Maintenance
- Familiar with document work and understand the design and construction stages of large scale highway infrastructure projects, contracts and relevant document order
- Familiar with forms of contracts, including responsibilities and contractual obligations
- Computer literate and thoroughly conversant with MS Office suite and relevant engineering software packages.
- Familiar with Asset Management, Highway Maintenance, Health and Safety, and Quality Standards and Regulations
- Experience of Operations & Maintenance and Construction process
- A demonstrable period of Road Network maintenance experience
- Ability to programme manage and resource plan the delivery of schemes from Construction into Operation & Maintenance

The Individual

- 10-15 years' experience in similar role
- Ability to supervise and manage the development of a team
- Flexibility and willingness to be involved in all aspects of the operation
- Experience of working in an operation with quality and health and safety systems
- Team player but have the ability to work well unsupervised
- Manage their time and team effectively and be self-motivated
- Excellent communication and organizational skills
- Strong project management skills
- Good decision making skills
- Ability to identify & implement solutions to problems