



Havant Thicket Reservoir Document Controller

Portsmouth Water has embarked on a multi-million project to build a reservoir at Havant Thicket. This environmentally led project will safeguard future water supplies and provide a place of natural beauty for the community to enjoy. The reservoir will provide wetland habitats, paths for walking, cycling, running and horse-riding, and a visitors' centre providing a café and educational resources for schools. The project will be mainly delivered through a main reservoir contract and two pipeline contracts, with some additional related contracts.

We are looking for enthusiastic person to join our team as a Document Controller. The role will be central to the development, implementation and maintenance of information management and assurance for the project. The successful candidate will need to work at all times in line with our values of Excellence, Integrity and Respect.

Main responsibilities are:

- Developing processes and procedures for the project, including the document management plan
- Develop and maintain the client document management system, while monitoring interactions with contractor provided document management systems
- Flag issues with documents and closely monitor progress of documents in workflow procedures, expediting comment returns to contractors where required
- Assist with the production of reports as required
- Audit projects and documents to ensure adherence to the processes within the project management plan
- Maintain good working relationships with main contractor document controllers

To meet the demands of this role, we are looking for a person who has the following:

Skills

- Proven document control experience in a construction environment, using electronic document management systems
- Ability to communicate, engage and support all members of the project team
- Polite and confident manner
- Good organisation and self-management skills
- Resilience and the ability to work to deadlines
- Good analytical skills, with the ability to review documents and provide constructive recommendations
- Sharepoint/Excel/Powerpoint/Word/Contract Management tool (such as CEMAR)

Experience and Qualifications

- 2 years of experience in document management
- Bachelor degree or Higher National Diploma in a relevant subject such as business administration, IT, library management or similar

£26,244 to £32,496 (Grade 4 to 5)

Based in Havant

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If applying externally please include your CV and salary expectations.

Apply to: Ian Limb, Head of HR, PO Box 8, Havant, Hants PO9 1LG

E-mail: jobs@portsmouthwater.co.uk

Website: www.portsmouthwater.co.uk



We are happy to consider flexible working arrangements. This can include alternative days / hours of work or work location. Please specify any request in your application.

Closing date: 17 JULY 2022