



# Document Control Administrator

## Fixed-term contract - 12 months

It is an interesting and exciting time to join our team at Portsmouth Water as we are currently working through a range of continuous improvement initiatives, to include reviewing our equipment, work processes and practices.

To support the above, Portsmouth Water is seeking a Document Control Administrator on a fixed term contract with previous document control experience in technical documented environments.

The successful candidate will offer a broad range of administrative and technical support to the QMS Manager.

Key deliverables will be to assist with creating and maintaining a new Quality Management System in line with industry standards (including, ISO 9001 / UKAS ISO 17025), accreditation requirements and business requirements across the organisation through existing and new procedures.

This role will also support the regulation, control and improvements of the quality of all document control processes throughout the business.

As this opportunity sits within a small team that is new and has plans to grow, this is a great developmental opportunity for the right candidate.

### Responsibilities

- Prepare, review and revise technical manuals and documents (supervisory support provided)
- Working closely with various departments, gather information to develop, organise, check for accuracy and write policies, procedures, process documentation, manuals and technical specifications
- Contribute to the layout and design of new and existing documentation, manage comments, document feedback and progress follow up actions as appropriate and through to completion
- Ensure all documentation is uploaded into the Company's SharePoint document management system
- Carry out routine document control activities
- To comply with all policies and procedures relating to Health and Safety
- To provide support to the QMS Manager and to the other members of the Project Team

### Qualifications / Knowledge, Skills and Experience

Have an understanding of document control in a quality management system environment

- Ability to understand and accurately translate technical information in a user-friendly and concise manner

**£22,920 (Grade 2.2)**

**Holiday entitlement of 24 days plus bank holidays**

**Contributory Pension Scheme**

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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](mailto:jobs@portsmouthwater.co.uk)**

**Website: [www.portsmouthwater.co.uk](http://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.

**Continued**

**Closing date: 31 JANUARY 2023**

- Experience in converting complex documentation into an easy-to-follow language or graphical format
- Experience with appropriate software packages - Microsoft SharePoint, Word, Excel, PowerPoint, PDF Tools
- Experience of using a document management system.
- Excellent communication skills, both written and verbal
- Excellent time management/able to use initiative
- Comfortable working autonomously
- Experience in the water industry desirable but not essential
- Full Driving licence – as some accompanied travel across sites may be required. This means you will be required to undertake our Driver Assessment.

### **Behaviours and Values**

- Working at all times in line with our values of excellence, integrity and respect
- Delivering excellent customer service when dealing with internal customers
- Encourage proactive and effective communications to help develop and maintain professional relationships with internal customers
- Encourage a collaborative working culture
- Encourage demonstration and promotion of PW Company Values and behaviours