

DOCUMENT CONTROLLER - HAVANT THICKET

We're making a difference: Together, we can ensure that there is enough water for everyone, now and in the future.

Portsmouth Water is recruiting a Document Controller for the Havant Thicket Reservoir project to support the construction of the UK's first new reservoir in decades. This critical role ensures effective management and control of project documentation, streamlining communication and maintaining compliance with industry standards. As the project progresses, the Document Controller will play a vital part in facilitating collaboration among teams and ensuring accurate record-keeping to support the successful delivery of this significant infrastructure development.

What will you be doing?

Key Responsibilities

- Support to maintain and manage 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
- Support and manage Business Collaborator Data Environment (BCDE)
- Support and assist with management of HTR Sharepoint
- Attend related weekly meetings to update on progress of documentation
- Provide holiday / sickness cover for the other HTR Document Controller as required
- Liaise with internal Portsmouth Water departments to provide support and interface regarding sharing project information back with the business
- Co-locate between PW offices and site offices as required



320,000

Properties supplied
with water



170 Million

Litres of drinking
water per day



21

Natural water
sources

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CONTINUED



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£46,475 - £51,572

GRADE 8

+ Non-contractual bonus related to company performance of up to 6% of basic salary

Hours:

Full-time | 38 hours per week | 2-3 days in the office

Holiday:

27 days annual leave, plus bank holidays

Pension:

A generous pension scheme in which Portsmouth Water will contribute up to 15%

Enhanced Family Friendly Leave:

Enhanced Company maternity, adoption, and paternity leave and pay

Life assurance:

The life assurance scheme provides a death in service lump sum benefit of 4 times pensionable salary

Private Medical Insurance and Employee Assistance Programme:

Provided by Bupa

CLOSING DATE: 24TH DECEMBER 2024

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What do you need?

Skills, Qualifications & Competencies

- Proven document control experience in a construction environment, using electronic document management systems/common data environments
- 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
- Willingness to share and discuss ideas regarding improvements to existing processes
- Good analytical skills, with the ability to review documents and provide constructive recommendations
- Demonstratable experience in document management

What can Portsmouth Water offer you?



Pension Scheme



Flexible Working Opportunities



Professional Development



Employee Assistance Program



Life Assurance



Annual Salary Review



Holiday Entitlement



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Apply Today

If you have the skills and experience to excel as our Document Controller apply today at jobs@portsmouthwater.co.uk

We recognise people want to work in a variety of different ways, this means we are happy to consider flexible working arrangements. Please talk to us at the interview about the flexibility you may want.

We support equality, diversity and inclusion and encourage applications from all sections of society. The Company has a responsibility to ensure that all employees are eligible to work and live in the UK.

Due to the high volume of applications received we are unable to respond to unsuccessful candidates. If your application is of interest to us, we will normally contact you within 4 weeks of receiving your application.

[Apply Now](#)

Excellence in water. Always.

Committed to a sustainable future together