

JOB SPECIFICATION – Lead Document Controller

JOB TITLE:

Lead Document Controller

REPORTS TO:

Operations Director

LOCATION:

Site based – across UK and Europe.

JOB DESCRIPTION:

The Lead Document Controller is responsible for managing, organizing, and controlling all project documentation to ensure accuracy, compliance, and accessibility.

This role oversees document control processes, implements document management systems, and ensures that project teams adhere to document control procedures.

ROLES & RESPONSIBILITIES:

- Oversee the creation, review, revision, and approval of project documentation.
- Implement and maintain document control procedures in accordance with company and project requirements.
- Ensure proper classification, indexing, and archiving of documents for easy retrieval.
- Manage both digital and hard copy document control systems.
- Ensure all documents comply with industry standards, company policies, and regulatory requirements.
- Conduct periodic audits and quality checks on documentation.
- Address document control issues and implement corrective actions.
- Act as the main point of contact for document control activities across projects.
- Liaise with project managers, engineers, and external vendors regarding document submission and approval processes.
- Provide reports and updates on document control status to management.
- Evaluate and enhance document control systems for efficiency and security.

PERSON SPECIFICATION:

- Experience in managing document control workflows.
- Proficiency in document management systems (such as Aconex, EDMS, SharePoint, etc.).
- Strong knowledge of ISO standards and regulatory compliance in document management.
- Excellent organizational, communication, and leadership skills.
- High attention to detail and ability to work under tight deadlines.
- Experience in change management and process improvement.
- Strong analytical and problem-solving skills.

EMPLOYEE BENEFITS PACKAGE:

- Private Healthcare Scheme
- Pension Scheme
- 22 days annual leave, plus UK public Bank Holidays
- Additional day of annual leave for your Birthday
- Opportunity for Continued professional development.

TRAINING:

Opportunities for training and continuous personal development.

If you are interested in this position please contact

enquiries@criticalbusinesssolutions.com