

Job Title:	Document Controller
Reports to:	Project Leader / Director responsible for Document Control
Interfaces with:	Internally : Project Leader / project team members / Quality Manager / BIM+CAD Manager / Rapport Manager Externally : Client organisation / other design disciplines
Job summary:	Responsibility for the management of all outgoing and incoming project documentation throughout the life of a project or group of projects.
Location:	Blackfriars office, P+W operates a hybrid working policy. Staff are required to attend the office a minimum of 2 days per week.

General company requirements :

- Key responsibilities:**
- Review client document management systems, numbering systems and quality documentation / standards, on a project by project basis.
 - If no document numbering system is provided, create an appropriate numbering system based on the Pascall+Watson standard.
 - Manage and file all received project information within the project folder structure, ensuring that all information is stored in an accessible and easy to view manner.
 - Create all document / drawing numbers when requested by project team members. This information is to be generated using the prescribed client management system (if applicable) or via the in-house generation system. All document numbers reserved on a project must be listed clearly on a document numbering log and used for generation of a deliverables list if requested. "Documentation" in this case includes all drawings, sketches, written documents, correspondence and project management information.
Aconex provides its own document numbers.
 - Undertake a Quality Assurance check on all outgoing information to ensure that all documentation leaving the company meets the minimum expected quality standards. This check should also take into account any client quality demands on submissible information. Reject and return any non-compliant documents to the document owner for correction and resubmittal for issue.
 - Manage all issues of deliverable information to the client or other design team members or third parties, submitted via the appropriate method for the project. If any deliverables are rejected, investigate causes and correct the information prior to resubmittal.
 - Create and manage a log of all P+W submitted information on a project, clearly showing the individual revisions of a single document as separate issues. This is to ensure we have full traceability and recorded history of the movement of a document through the lifespan of a project.
 - Manage external printing & delivery of contractual hard copies, as requested by a client.
 - Upload and manage mark-up versions of documentation, to be uploaded in a manner prescribed by client standards or, if no client standard exist, in a fashion meeting the Pascall+Watson quality standard.
 - Undertake / assist with all documentation searches for a project team member whether searching internal project archives or using an external client system.
 - Assist the Pascall+Watson project team in providing all necessary information at project handover.

- Ensure project documentation is properly archived (electronically) and that the Pascall+Watson archive register is updated accordingly.

Knowledge, Skills and Qualities required:

The role requires excellent software skills : team working / good communication / reactivity / adaptability / deadline focused

Software applications:

The role requires good knowledge of Microsoft Excel and experience of Electronic Document Management Systems

Ensure all EDMS systems are set up with the appropriate permissions and are ready for use.

Project Set up:

For all projects, a master number generation tool has been created. For a new project set-up, update this master tool with new project credentials, allowing the team to request numbers without risk of error. Once the template has been made for the project, place a copy in the project management area, where an audit trail of all numbers requested on a project is kept.

Number Generation:

Every project has a live deliverables schedule set up. We record the entire life cycle of any one document. This schedule needs to be updated every time a number is generated and when any version of a deliverable is released to the client system. The deliverables schedule constitutes part of the handover / project close-out process and is regularly required by the design team to aid with the next stage of releasing information. Release this schedule to the client at the end of each stage.

Deliverables & Record Management:

Each project must adhere to a set of client standards, issued to us at commencement. Ensure these criteria are met for any drawing or document being released from our office. This includes the integration of modelling information incorporated in the drawing and being released alongside drawing information. Record any errors found upon the quality check and relay this back to the design team with specific details so they can amend and re-submit their information for a secondary check.

Quality Assessment:

Once all QA checks have been undertaken, release information to the third party EDMS. This is when our documentation is reviewed by the client quality team / PMs. We will receive comments/statuses for each document. These need to be monitored as each resulting comment requires its own action. Once the client has approved our information, We then release all accepted information the Heathrow EDMS, Documentum. Any information rejected on the client system, has to be filtered back to our design team for amendment and resubmission, until an accepted status is achieved.

Releasing Information:

Record all incoming information from e-mails or documents transmitted to us from client systems in a searchable manner.

Monitor all comments on the client system, and take the appropriate action required per Status.

Received Information:

Search and retrieve relevant information from the client EDMS systems. These searches can be specific and broad. Download relevant information and make this available to the project team.

Company perspective :

- Be familiar with company Quality Management systems and processes / Project Quality Plan requirements / Project CAD + BIM Standards
- Be familiar with Pascall+Watson company policies and Staff Handbook
- Remember our company values are : *Collaborative / Innovation / Professional / Enjoyable*