

Document Controller Job Profile

Job Title: Document Controller (North London Heat and Power Project, North London Waste Authority)

Grade: Level 3 Zone 1

Salary Range: £36,141 - £40,817

About NLWA

Employed by London Borough of Camden, this role is based in North London Waste Authority (NLWA), serving Camden and six other north London boroughs. North London Waste Authority serves 2 million residents in the boroughs of Barnet, Camden, Enfield, Hackney, Haringey, Islington and Waltham Forest. We help residents reduce their waste and increase recycling. We make sure that their waste is disposed of in an environmentally responsible way. We are delivering infrastructure through the North London Heat and Power Project to provide long term assets for the sustainable management of north London's waste.

These activities contribute to our mission of preserving resources and the environment for future generations by exemplary planning, innovation and communication in managing north London's waste.

The Authority's website is www.nlwa.gov.uk, and we have a specific website www.northlondonheatandpower.london to provide information on the £1 billion project we are managing to provide new infrastructure.

About the role

The role will support the Information Management Team, delivering the information management service to the North London Heat and Power Project. You will provide document control on a challenging and fast-moving infrastructure project. The document controller will need to be proactive, self-motivated and have initiative to deal with a very busy project environment.

- You'll provide / technical advice and guidance, suggesting options to technical advisors which enable the document control process for the NLHPP
- Manage the access management to the document control and other software as appropriate
- You'll provide a proactive approach to queries received to the document control inbox and flag urgent priorities to the relevant team members
- Support the Information Management team with the creation and editing of forms within specialised document control software
- Support the Information Management team with all tasks associated with the document control process
- You'll promote best practice in document control across the NLHPP project

- You will be required to liaise with various teams and technical specialists across the organisation

Technical Knowledge and Experience:

- Managing a large volume of documentation and its associated comment sheets to ensure documents are received / returned to agreed timelines
- Internally expediting all critical documentation to ensure that it is reviewed and returned to the contractor within the agreed timescales
- Ensure adherence to the agreed document management procedure across the project
- Provide training to users to ensure consistency and adherence to agreed processes
- Performing quality checks on all significant documentation for the project prior to issue
- Ensuring that all issued documents have sufficient evidence that the project work stream has verified and approved it for issue
- Manage internal trackers and audit record
- Manage document queries from project teams and contractors.
- Feedback updates to comments consolidator
- Meet Quality/Environmental/Safety procedures, targets and reporting for the project.
- Experience using an external extranet to manage document control processes

People Management Responsibilities

This role has no formal line management responsibilities.

Relationships

The post holder will be working directly with an Information Manager and the Document Control team on a day to day basis but will be expected to be in regular contact with other members of the project team and staff within the project. There will also be frequent contact with the technical advisors and Contractors.

Work Environment

The NLWA offices are in Tottenham Hale; 2 minutes from the Underground and rail station with great service and amenity links close by. There is also substantial opportunity for home working and alternative flexible working options are available/open to discussion.

Is this role Politically Restricted?

No

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk).

Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,