

JOB DESCRIPTION

Position:

Document Controller

Reporting to:

Technical Manager/Technical Co-ordinator

The Berkeley Group

The Berkeley Group is a developer of residential-led mixed use schemes, with a passion for creating successful, sustainable places where people aspire to live.

The Berkeley Group is made up of six autonomous companies: Berkeley, St. George, St James, St Edward, St William and St Joseph. We are publicly-owned and listed on the London Stock Exchange as a FTSE 100 Company.

The Berkeley Group was ranked the 6th 'Most Admired Company' across all industries in 2021 and is the only house builder to be awarded an 'A' rating for Carbon Action and Transparency by CDP.

Berkeley's strategy, brought together under it's Our Vision 2030 initiative, is to be a world class business, our goals include:

- Putting Customers at the heart of our decisions
- Lead the industry in producing high quality safe homes
- Transform underused land into unique, well-connected and welcoming places
- Play an active role in tackling the global climate emergency
- Create a net biodiversity gain
- Create a positive working environment for our people
- Harness advanced manufacturing and digital technology
- Equip our people with the skills they need both now and for the future
- Build a responsible and constructive supply chain
- Allocate capital to deliver sustainable returns to our shareholders

Job Purpose

The Document Controller is responsible for monitoring the EDMS system and be the first point of call for all document management for the Project Team. They will liaise with and advise all Departments on information management matters throughout the life of a project.

This is an exciting and challenging role, which provides an opportunity for a well-organised individual to make a significant impact in a crucial part of the business.

Key Responsibilities

- Assist the Technical Team with printing and collating drawings.
- File all drawings in folders, electronically and on racks.
- QA check drawings on Asite to have matching revisions, file names and titles.
- Distribute subcontractor's drawings to consultants for comment.
- Attend and minute design team meetings and workshops.

- Carry out as-built demise checks and assess against brochure.
- Obtain postal addresses.
- Track the status of all subcontractor drawings.
- Chase consultants for comments.
- Distribute consultants drawings to subcontractors.
- Send Asite invitation out.
- Help solve Asite problems that arise from subcontractors and design team members.
- Train those that need training on how to use Asite.
- Closing and clearing Asite accounts for Commercial Team.
- Weekly and monthly Asite project reporting.
- Managing RFI's, NCR's, NIP's, and Technical Submittals issued on Asite and issue accordingly for response.
- Printing and binding documents for the Technical Team.
- Keep the project directory up to date.
- Writing confirmations of verbal instructions.
- Collating tender packs on Asite once issued by Commercial and Technical Team and then producing a tender register.
- Tracking addendum items on Asite throughout the tender process.
- Forwarding tender queries issued on Asite to the Commercial Team during the tender process.
- Collating tender returns from Asite and issuing to Commercial and Technical Team.
- Assist with demise checks.
- Upload updated Technical Manual to Asite and issue to consultants and subcontractors.
- Assist with the close out of the O&M Manuals.
- Assist the Technical Co-ordinator as required.
- Collate planning condition packs in readiness for submission to Local Authority.
- Provide Admin cover i.e. answering telephones, forwarding calls and covering from desk during Admin Team lunch hour.

Core Competencies

Business Awareness

Has an up to date and detailed understanding of project programme and the needs of all internal and external customers.

Managing Relationships

Builds and maintains good relationships with external customers and colleagues by adopting the most appropriate approach to deal with people and situations.

Meeting Customer Needs

Anticipates, responds to and seeks to exceed the expectations of internal and external customers.

Communication

Conveys accurate information effectively using the most appropriate methods to reflect the needs of the audience and ensure mutual understanding.

Integrity

Shows support for Berkeley values – particularly demonstrating the highest levels of honesty and integrity.

Personal Organisation

Efficient in one's use of time and works in a well-structured way.

Self-Control

Performs effectively by keeping emotions under control, particularly in stressful and difficult situations.

Self-Development

Takes responsibility for personal improvement, learning from experience and new situations.

Adaptability

Responds positively to changing business circumstances and readily adapts behaviour to maintain effective performance.

Determination

Demonstrates repeated effort over a period of time, overcoming obstacles in order to achieve a goal.

Thoroughness

Is accurate, pays attention to detail and ensures tasks are completed on time.

Specific Requirements

- Process and procedures driven
- Effective communicator
- Team player with strong work ethic
- Organised with good multi-tasking skills