

Job title: Document Controller

Line manager: Lead Building Safety Project Manager

Grade (if applicable): 4

Direct reports: 0



Role purpose:

At Peabody, a large and diverse organisation with over 3000 employees, our central focus is delivering an excellent experience to every customer, both internal and external. You will play a key role in making this a reality in your work here.

As a Document Controller at Peabody, you will manage the document control process for new build development projects. You will partner with Development Managers, offering comprehensive support for document uploads and accurate metadata entry within our SharePoint platforms.

Your role will include actively reviewing and refining document management systems to ensure optimal efficiency and usability.

If you are detail-oriented and passionate about document management, and this role aligns with your aptitude and skillset, we would love to hear from you.

Key Responsibilities :

- Administer and maintain the SharePoint-based building document repository.
- Manage and execute document control processes, ensuring accurate uploading, distribution and record maintenance.
- Address document-related inquiries and provide timely assistance to stakeholders.
- Assist in managing and tracking construction project handover documents.
- Assist in reviewing and updating documents for accuracy and completeness.
- Assist in managing access permissions of the repository for internal and external users.
- Assist in organising existing building documents.
- Support internal and external user onboarding and registration.
- Ensure that all policies and procedures are adhered to.
- Maintain document retention timelines and ensuring compliance.

Essential Requirements:

The ideal candidate will possess the following essential qualifications, knowledge and experience:

- Experience using Electronic Document Management Systems.
- Strong organisational skills.
- Detail- and data-oriented with a keen eye for accuracy.

- Ability to multitask and prioritise tasks to meet deadlines effectively.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.
- A passion for document and information management.
- An appreciation for detail.
- A agile and proactive approach to fostering collaboration.
- Commitment to own personal professional development.

Desirable Requirements:

- At least 3 years relevant experience, preferably in a property/ construction background.
- A strong drive for effective data, information and document management, with proven experience using associated repositories.
- Intermediate to advanced skills in Microsoft.
- Advanced proficiency with SharePoint management desirable.
- Good understanding of the Golden Thread of Information in the building safety regime.