

With Range %



Role Profile

Job Title: Document Controller			
Reference No.	A5654	Type	
Service	Property Services		
Job Family	Professional 2	Grade	FC6

Purpose
The primary function of this post is to collate, organise and store technical documentation, drawings, certification and data. This will include Building Information, Operation & Maintenance Manuals and 3D model information. The information must be to the required quality, stored and shared in accordance with standard procedures.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Reporting to the BIM Manager, responsible for ensuring that drawings and documents are appropriately stored on Fife Council Document Management Systems	Educated to SCQF level 7, which includes an HNC or equivalent, in a technical discipline.	✓	
Ensure that records are kept of the distribution of documents from Fife Council to Consultants and Subcontractors and other Stakeholders	Qualified with an Ordinary Degree in an appropriate discipline, or equivalent, or holding Technician Membership of a relevant Institution.		✓
Collate and index project documents into structured O&M manuals using pdf editors and other applicable software	Good knowledge and understanding of ISO 19650 standard and how it should be applied	✓	
Collate information for technical construction files following the ISO 19650 standard	Good written and oral communication	✓	
	Ability to provide a regular and effective service	✓	

Assist the project team to prepare and collate validation documentation as required for construction projects			
Uphold Fife Council design and project execution procedures/standards.	Technical review and feedback skills, IT / computer skills	✓	
Prioritise work to ensure completion in the required timescales to meet the project needs, including timely submission of deliverables, quality assurance checks, or milestone requirements.	Team working skills	✓	
Assist the BIM Manager with respect to supporting existing and any new document control systems such as troubleshooting, training users, or improving workflows	Experience of working to tight deadlines	✓	
	Knowledge of design and construction industry legislation and practice	✓	
Adherence to, and assistance in the development of, Fife Council's standards and procedures	Experience in the application of Codes of Practice		✓
Ensure effective coordination with any 3rd party designers and suppliers to align deliverables with project requirements	Have a good working knowledge of construction methodologies, materials, regulations, compliance and project life cycle stages.	✓	
Provide support to the project team to update new and existing O&M manuals	Knowledge of the Contract Administration process	✓	
	Experience of working with other professional disciplines	✓	
	Ability to resolve issues and complete tasks on own initiative.	✓	
Ensure appropriate storage of drawings and documents relating to projects within Fife Council Document Management Systems	Experience of project collaboration systems (3rd Party document management systems), and document sharing websites such as AutoDesk Docs		✓

Assist with the distribution of Fife Council drawings and documents to 3rd party suppliers, Consultants, Subcontractors and other Stakeholders, ensuring distribution is tracked and documented for accountability Develop and maintain positive Colleague and Client relationships.	Proficient in the use of MS office (Word/Excel/Teams/Access/One Drive), SharePoint and pdf editing software.	✓	
Carry out other tasks within the general scope of the post as may be allocated from time to time.	Highly organised, self-motivated with ability to gel and proactively support existing and future teams Convincing, persuasive and influencing	✓ ✓	
Comply with the Councils Scheme of Administration and Standing Orders. Contribute to the achievement of the Council's corporate aims and values.	Strong focus on quality, completeness, consistency and accuracy of construction deliverables. Demonstration of the attributes required to provide a regular and effective service (Take Ownership)	✓ ✓	

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours

- Skills Framework (if applicable)
- How we work matters

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.