



BRIGGS

Job Profile: Document Controller – Technical / Engineering

Organisational Setup	
- Location:	Briggs of Burton plc
- Department:	Briggs of Burton – Engineering
- Reporting line:	Head of PMO
Job Focus	
<p>An exciting opportunity has arisen for an addition to our document control team, located at our Burton on Trent office.</p> <p>The successful applicant will be enthusiastic and will enjoy working with others. Training and familiarisation with Briggs systems will be given by existing staff.</p> <p>The following provides an overview of the role and responsibilities</p> <ul style="list-style-type: none">• Reporting to the Head of Department• Responsible for assisting the engineering, manufacturing, design and projects team to:<ul style="list-style-type: none">○ ensure that drawings and documents are appropriately stored on the Briggs and Client Document Management Systems○ ensure records are kept of the distribution of documents from Briggs to Clients and other Stakeholders○ Collate and index supplier and Briggs documents into structured O&M manuals using .pdf editors○ Collate information for technical construction files to assist in the CE marking process○ Assist the project team to prepare and collate validation documentation as required for Pharmaceutical projects• To uphold Briggs design, engineering, manufacturing and project execution procedures/standards with support and direction of the Project Management Team. To contribute directly and indirectly to the success of the business.	
Main Tasks & Responsibilities	
<ul style="list-style-type: none">• Adherence to, and assistance in the development of, the company's standards and procedures.• Ensure effective coordination with any 3rd party designers and suppliers.• Provide input with respect to supporting existing and any new engineering systems.• Ensure appropriate storage of Briggs drawings and documents relating to projects.• Assist with the distribution of Briggs drawings and documents to Clients and other Stakeholders• Assist with uploading and retrieval of drawings and documents to Briggs, Client and 3rd Party Document Management Systems• Ensure superseded documents are stored appropriately within Briggs, Client and 3rd Party systems• Collation of O&M manuals in an electronic format and hard copy, including expediting with vendors and internal engineering teams and issuing to Clients.• Collation of Functional Safety, ATEX, LOPA etc. documents required for phase-gate completion and record purposes.• Assist the validation team appointed to pharmaceutical projects to prepare, complete and compile inspection Protocol documents, including traceability to component (tag #) level.• Provide support as required to the manufacturing team's QA activities• Develop and maintain positive Colleague and Client relationships.• Prioritise work to ensure completion in the required timescales to meet the project needs• Ensure both Briggs and Client Health & Safety standards are upheld across all business activities through supporting the Health, Safety & Quality Manager• Provide input with respect to supporting existing and any new document control systems• Provide input to any on-going continuous improvement initiatives across all engineering, automation and manufacturing departments including at group level with CETP•	

Desired Knowledge & Experience
Education: <ul style="list-style-type: none">• English and Mathematics• Language – English (any foreign language skills could be considered beneficial)
Professional Experience: <ul style="list-style-type: none">• Able to demonstrate experience of successfully carrying out a similar role and duties in an engineering company will be advantageous, but training will be provided.• Experience of working on multiple projects at the concurrently
Technical Skills: <ul style="list-style-type: none">• MS office (Word/Excel/Teams/One Drive) also proficient in Access, AutoCAD/Cadworx• Experience of project collaboration systems (3rd Party document management systems), and document sharing websites is an advantage• One drive, HTML and PDF editing• Experience of compiling technical documents will be an advantage
Required Competencies & Behaviour
<ul style="list-style-type: none">• Work to deadlines• Communicate with internal and external colleagues to ensure work assigned is understood and problems/issues identified and resolved.• Highly organised, self-motivated with ability to gel and proactively support existing and future teams• Convincing, persuasive and influencing• Strong focus on quality, completeness, consistency and accuracy of engineering deliverables.• Attend training, as requested, to help fulfil your role• Work as a team to increase efficiency and communication• Assist the Engineering Department with any other duties as required• Any other reasonable duties requested by the Head of Department and/or Director that are commensurate with your skills, competencies, training and grade.
Remarks:
<ul style="list-style-type: none">• The job description is issued as a guideline, it is not exhaustive. As such, due to the evolving nature and changing demands of the business the job description may be subject to change. You may also, on occasions, be required to undertake additional or other duties within the context of this job description, and according to the needs of the company