BRIGGS

Job Profile: Document Controller

Organisational setup	
- Location: - Department: - Reporting line:	Briggs of Burton plc, Burton-on-Trent Engineering Head of Engineering

Job Focus

The Document Controller will play a critical role in managing, organising, and maintaining the company's technical and quality documentation systems. This individual will ensure accurate and timely control of documents, compliance with relevant standards, and accessibility to the teams that need them. The role is integral to supporting engineering, production, and quality assurance processes by maintaining an efficient and compliant document control systems. Additionally, the Document Controller will be responsible for managing the delivery of project data dossiers, ensuring they are accurate, complete, and submitted to clients or relevant stakeholders within agreed deadlines.

Main tasks & responsibilities

Document Management:

- Create, review, and update technical and quality documents, including drawings, specifications, procedures, and manuals.
- Ensure all documents are correctly formatted, labelled, and archived in line with company standards.
- Maintain version control and ensure the use of the latest approved documents across departments.
- Ensure accurate storage and retrieval of project documents and drawings within Briggs and Client Document Management Systems (DMS).
- Ensure superseded documents are archived appropriately.
- Compile and issue Functional Safety, ATEX, and LOPA documentation for phase-gate records.
- Working with engineering to define overall project documentation requirements.
- Scanning, downloading and filing internally generated and supplier documentation.
- Final compilation and filing of project data dossiers.
- Management of project data dossier index.

System Administration:

- Manage the document control system, including electronic databases.
- Implement improvements to document control processes and systems as needed.

Compliance:

- Ensure all documentation meets relevant standards, regulations, and internal quality requirements.
- Assist with audits by providing accurate and organised documentation.
- Prepare and organise supplier and Briggs documents into structured project data dossiers.
- Support the preparation of validation documentation for pharmaceutical projects.
- Collate information for technical construction files to support CE marking requirements.
- Peer reviewing RFQs, datasheets and supplier quotations against documentation requirements.
- Supporting documentation reviews with clients.
- Checking correct documents have been supplied and contacting originators, if required.
- Verifying that the content of received documents matches required specification and tracking.

Communication and Collaboration:

- Serve as the primary point of contact for document-related queries across the company.
- Collaborate with Engineering, Production, and Quality teams to ensure seamless document flow and accessibility.
- Assist the validation team with the compilation and organisation of inspection protocol documents for pharmaceutical projects, ensuring traceability to component level.
- Provide support to the manufacturing team’s Quality Assurance (QA) activities.

- Ensure effective coordination with third-party designers, suppliers, and internal teams for document management.
- Collaborate with engineering, project management, and manufacturing departments to uphold standards.

Training and Support:
- Provide guidance and training to team members on document control processes and systems.
- Support project teams with document preparation, submission, and control.

Monitoring and Reporting:
- Track document changes and ensure timely updates to stakeholders.
- Generate regular reports on document status, compliance, and system performance.
- Adhere to and contribute to the development of company standards and procedures.
- Support ongoing initiatives to improve document control systems and processes.

Desired Knowledge & Experience

- Proficient in document management systems (DMS) and Microsoft Office Suite (Word, Excel, Outlook).
- Familiarity with standards such as ISO9001 or equivalent.
- Familiarity with document collaboration systems (e.g., third-party DMS) is beneficial.

Professional experience:
- A background in engineering, quality, or technical administration.
- Familiarity with standards such as ISO9001 or equivalent.
- Experience with document control systems and processes, preferably within a manufacturing or engineering environment for multiple concurrent projects.
- Proficient in English and Mathematics.

Technical skills:
- As detailed above
- MS office also proficient in Excel, Access, Microsoft Project.
- Experience with Access, AutoCAD/Cadworx or similar software is an advantage.

Required competencies & behaviour

Behavioural Competencies:
- Exceptional attention to detail and organisational skills.
- Strong verbal and written communication skills to interact effectively with diverse teams.
- Ability to prioritise tasks and meet deadlines in a fast-paced environment.
- Adaptability to changing priorities and requirements.
- Proactive and self-motivated with a problem-solving mindset.
- Collaborative and team-oriented with a commitment to maintaining high standards.
- Commitment to quality and continuous improvement.

Remarks:

- International and national travel will be an essential part of the role, this would be both regular travel for business meetings and visiting client sites during commissioning for short durations.
- This job description is issued as a guideline to assist you in your duties, it is not exhaustive.
- Due to the evolving nature and changing demands of our business this job description may be subject to change.
- You may, 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.