



BRIGGS

Job Profile: Documentation Engineer

Organisational setup	
- Location:	Briggs of Burton plc, Burton-on-Trent
- Department:	Engineering
- Reporting line:	Head of Engineering
Job Focus	
<p>The Project Documentation Engineer is responsible for generating, managing and organising technical documentation, or “Data Dossiers” for manufactured equipment and EPC projects delivered by Briggs of Burton. This role involves collaborating with engineering, production and QA teams to create, update, and distribute critical project documents that are compliance and traceable to company standards and industry regulations.</p>	
Main tasks & responsibilities	
<ul style="list-style-type: none">• Work closely with project managers, engineers, and stakeholders to gather and clarify documentation requirements• Manage each project’s data dossier index.• Act as a liaison between internal teams and suppliers to ensure documentation is accurate and up to date.• Collate and maintain design documentation, including design specifications, technical manuals, drawings, quality documentation.• Manage technical and quality documentation, including O&M Manuals, material certification, welding reports and critical test data from manufacturing and Quality Control teams• Organise Commissioning, Qualification and Validation (CQV) documentation from engineering and site teams.• Ensure all documentation complies with industry standards, company policies, and project requirements.• Ensure all documents are correctly formatted, labelled, and archived in line with company standards.• Scanning, downloading and filing internally generated and supplier documentation.• Verifying that the content of received documents matches required specification and tracking.• Support the preparation of qualification protocols for pharmaceutical projects.• Peer review RFQs, datasheets and supplier quotations against documentation requirements.• Support documentation reviews with clients.• Serve as the primary point of contact for document-related queries across the company.• Collaborate with engineering, project management, and manufacturing departments to uphold standards.• Support document controller with document submission, and control.	

Desired Knowledge & Experience
<p>Education:</p> <ul style="list-style-type: none"> • Bachelor's degree or equivalent in Engineering, Project Management, or a related field, is preferred.
<p>Professional experience:</p> <ul style="list-style-type: none"> • A background in engineering, quality, or technical administration. • Experience with document control systems and processes, preferably within a manufacturing or engineering environment for multiple concurrent projects. • Experience working in a highly regulated industry, such as pressure systems, pharmaceuticals, aerospace or nuclear is preferred.
<p>Technical skills:</p> <ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite and documentation software (e.g., SharePoint, Auto-desk, or similar). • Understanding of engineering principles and technical terminology.
Required competencies & behaviour
<p>Behavioural Competencies:</p> <ul style="list-style-type: none"> • 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:
<p>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.</p> <p>This job description is issued as a guideline to assist you in your duties, it is not exhaustive.</p> <p>Due to the evolving nature and changing demands of our business this job description may be subject to change.</p> <p>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.</p>