

POSITION DESCRIPTION

Project Document Controller (Stage 3)

Position Purpose

Providing Support across the Document Control function and contributing to the efficient and effective delivery of the Business Support function for Keolis Downer Gold Coast Stage 3 Project team.

Reporting to

Stage 3 Project Manager

Position Responsibilities

- Responsible for monitoring the Document Management System's (DMS) incoming transmittals and correspondence and ensure all documents and actions are brought to the attention of the relevant KD personnel;
- Responsible for the issuance and distribution of documents and correspondence through the DMS as directed;
- Collaboration and coordination of distribution with other organizations connected to the project;
- Responsible for monitoring incoming correspondence (incl. email) and ensuring formal responses are provided in a timely manner whilst in accordance with document control procedures;
- Responsible for ensuring the project team comply with and meet required deadlines / timeframes;
- Responsible for the formatting of reports, presentations and various other documents in accordance with company quality procedures;
- Responsible for receipt of all incoming and outgoing project correspondence including design package development reviews, work verification review comment records, O&M certificates, asset registers, training manuals and system site drawing updates;
- Responsible for the development and maintenance of registers and systems to support project progress;
- Responsible for internal meeting minutes including formal and informal commercial and contractual correspondence updates;
- Operating with speed and accuracy various computer systems and packages, as required and assist in the enhancement of systems to optimize office effectiveness; and
- Any other administration duties and tasks as required and directed by the Stage 3 Project Manager.

Competencies Required

- Proven knowledge and proficiency in MS Office suite of programs including SharePoint, Word, Excel, and PowerPoint;
- Essential: minimum of two years' experience in an administration role; and
- Desirable: Experience operating a DMS and exposure to working in a live project office.

Profile Requirements

- A highly self-motivated team player, with sound organizational skills;
- Fluent in English with excellent written and verbal communication skills;
- Customer-focused with the ability to inspire your team with commitment and enthusiasm;
- Able to maintain a friendly, calm and professional manner and strict confidentiality at all times;

POSITION DESCRIPTION

- Ability to act and behave with integrity and in accordance with KD's code of conduct and values at all times and in such manner so as not to bring the KD into disrepute or disrespect;
- Comfortable dealing with a wide range of people;
- Relied upon to work on own initiative;
- Robust and resilient in regard to disposition;
- Able to display attention to detail and vigilance;
- Able to identify and rectify problems and issues in a timely manner; and
- Legally entitled to live and work in Australia.

All Keolis Downer Gold Coast (KD) workers have a responsibility to comply with and implement the Integrated Management System and to participate in processes, systems and procedures for Health, Safety, Quality and Environment (HSQE) that support KD business activities. Responsibilities are set out below:

- Comply with and implement the processes and systems that support positive safety culture and integrate positive safety culture into everyday work activities and behaviors
- Contribute through the implementation of work activities and demonstrate behaviors in line with a positive safety culture to achieve KD's objectives and targets
- Comply with and implement, participate in and support the KD's continual improvement processes and systems
- Participate in internal and external audits for continual improvement of KD's systems and processes
- Comply with and implement KD's systems and processes
- Attend education, awareness and training provided by KD, hold the competencies to perform the role
- Report all incidents and accidents in accordance with KD's incident reporting process
- Participate in KD's injury management process
- Integrate HSQE performance requirements into behaviors and activities, follow processes and systems and provide feedback to the HSQE team to facilitate continual improvement
- Comply with and implement KD's Fit for Work programs and system and attend work – fit for work
- Comply with and implement the HSQE requirements for human factors identification and assessment
- Participate in, comply with and implement the processes and systems that facilitate corrective actions, opportunities for improvement and hazard reporting