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| **Job Title:** | BMS Document Controller | **Job Holder:** |  |
| **Division:** | Engineering and Quality | **Grade:** | SG3 |
| **Discipline Area:** | Quality | **Last Updated:** | 9th April 2025 |

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| **Job Purpose:** |
| To provide control of all approved documents that form part of the Business Management System (BMS). To facilitate access and schedule review cycles of critical process documentation. To be the single point of truth and Subject Matter Expert (SME) in the control and access to controlled documentation. |
| **Responsibilities:** |
| 1. **Document Management:**  * Ensure the efficient control of all BMS documents (policies, procedures, work instructions, and records) to meet company and regulatory standards. * Maintain the document control system (electronic and physical) to track document versions, changes, and approval processes. * Organize, file, and archive documents in accordance with established procedures. * Ensure that all documents are available to authorized personnel and securely stored when not in use. * Be custodian of, and point of contact for access to external standard.  1. **Document Distribution & Access:**  * Facilitate the distribution and accessibility of updated documents to relevant stakeholders across departments. * Track document requests and ensure appropriate documentation is provided in a timely manner. * Control and monitor the release of new and revised documents to ensure only the latest versions are in circulation.  1. **Quality Audits & Compliance:**  * Assist in preparing for internal and external audits by ensuring all BMS documentation is compliant and up-to-date. * Coordinate the review and approval process of BMS documents, ensuring that all changes follow established procedures. * Assist with the correction and prevention of non-conformities related to document control.  1. **Training and Support:**  * Support employees in understanding the document control processes, and provide training when necessary. * Assist in the development and continual improvement of document control processes to enhance the overall QMS.  1. **Reporting & Record Keeping:**  * Generate reports related to document control activities, including document revisions, status updates, and approval timelines. * Maintain accurate and complete records of document history and approval processes.  1. **Collaboration:**  * Collaborate with cross-functional teams to ensure alignment with company objectives and compliance with regulatory requirements. * Work closely with quality assurance and management teams to ensure documents support the company's continuous improvement initiatives. |
| **Key Result Areas:** |
| The jobholder will be expected to: |
| * Deal with ambiguity in the request of documentation * Demonstrate the ability of following the process of documentation control in the face of peer and cross functional pressure * Comply with the provisions of Health and Safety legislation to assist in the maintenance of a safe workplace. * Dress and act at all times in a professional manner to project a positive and successful corporate image. * Work is to comply with the Business Management System and the Company Quality System as applied through Project Management and Quality Plans. * All inputs and deliverables to be in line with agreed formats and schedules. * Have a competent skill set in MS Office Applications and understand document control principles. |
| **Values:**   * **Safety First –** We operate safely and responsibly, protecting each other and the environment. * **One SEA Team –** We are in this together. One team, working ethically, respectfully & professionally. We take responsibility and challenge each other constructively. * **People Focussed –** We all contribute to making our culture one that is supportive and empowering; where everyone can grow and develop, feel valued and rewarded. We prioritise a healthy work-life balance. * **Delivery Excellence –** We exceed our commitments by delivering timely, quality outputs whether that’s for each other or our clients and partners. We are always looking for ways to innovate and continuously improve. * **Trusted Partners -** We partner strategically, collaboratively and always with integrity, whether that is between us inside SEA or externally. |
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| Training: (if applicable) |
| * Training in the in the use of processes and procedures will be given. * As part of on-going personal development, identify relevant technical development activities and training that would be of benefit. * Undertake agreed training and apply knowledge gained to day-to-day work. * Each employee is assigned a Head of Discipline that will guide and help with career and professional development. |
| Reporting Line  The jobholder will report to the Quality Assurance Manager |

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| Job Location  The role will be located a SEA’s Barnstaple office with the ability to work remotely.  The job holder may also be required to travel for regular meetings at the Bristol and Beckington sites |
| **Job Holder Declaration:**  I accept the purpose and key result areas of my role with SEA are as outlined above.  Signature:­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Line Manager Declaration:**  I confirm that the purpose and key result areas of this role are as outlined above have been agreed with me as line manager.  Signature:­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |