

Job Description

Group Member:		Luminate Education Group	
Job Title:		Document Controller	
Reports to:		Team Leader	
Job Grade	LEG B	Department	Capital Projects

ROLE SUMMARY:

Assist with and Manage, the day-to-day management of capital projects documents within the department. Liaise with other user departments and external project teams to ensure project documentation meet the Group's needs and expectations. Support the appropriate procurement of the project, resources such as, equipment, fixtures and fittings in accordance with delegated levels of authority and maintain robust records.

CORE RESPONSIBILITIES:

1. Oversee the document control process, ensuring all project documentation is accurate, up-to-date, (time barred) and properly archived.
2. Ensure the proper management and control of all project documentation, including contracts, and maintain accurate records
3. Maintain and manage document repositories on Asite, ensuring accessibility and compliance with Luminate Property Development Company (LPDC) and Luminate Education Group (LEG) policies and procedures.
4. Ensure all documents meet established quality standards and comply with regulatory requirements, and audit.
5. Perform regular audits of the document control system to ensure accuracy and completeness. As set out in the audit document
6. Work closely with Project Managers, Designers, and Commercial teams to facilitate the efficient flow of documentation.
7. Act as the main point of contact for all document-related enquiries and issues within the project teams.
8. Provide training and support to team members on Asite and document control processes.
9. Develop and update training materials and user guides as needed, and submit for approval to circulate
10. Identify opportunities for improving document control processes and implement best practices.
11. Collaborate with IT and other departments to optimise the use of Asite and other document management tools.
12. Ensure proper version control of documents, maintaining a clear history of revisions and changes.
13. Implement procedures for the timely and secure sharing of documents.

14. Ensure that all documents are managed in accordance with legal and regulatory requirements.
15. Maintain the confidentiality and security of sensitive documents.
16. Generate regular reports on document control activities, including status updates and compliance.
17. Provide document-related reports to project teams and management as required.
18. Address and resolve any issues related to document control in a timely and efficient manner.
19. Coordinate with external stakeholders to manage document submissions and approvals.
20. Perform general administrative tasks related to document control, including filing, scanning, and copying.
21. Manage the distribution of documents to relevant stakeholders, both internal and external.
22. Any other duties that are specific to the department.
23. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Document Controller
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Degree/equivalent qualification, or relevant experience in similar role	A / C
E	Q2. Literacy and Numeracy at minimum Level 2	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. The ability to communicate effectively, in writing and orally, with people at all levels	I
E	EK2. Good knowledge of Microsoft Office and Google and SharePoint, Access and or other databases.	I
E	EK3. Assertive, confident and diplomatic	I
E	EK4. Knowledge in a similar role supporting Construction Projects, Design, or significant change-management projects	A
E	EK5 Demonstratable experience of document control filling systems	A / I

E	EK 6. Experience of working in a common data environment (BIM 360, ASite, Viewpoint)	A/I
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Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Capacity for change. Ability to cope with change, to be flexible and to handle high levels of uncertainty	A / I
E	SC2. Emotional Intelligence, able to understand the benefits of different leadership / management styles, and how we engage with them.	I
E	SC3. Enduring Resilience Continually exuding optimism and a 'can do' attitude tempered with an understanding of what is the achievable time allocated for the task	A
E	SC4. Interpersonal and Communication skills. Relates effectively to others, both one to one and in teams, effective in giving and receiving messages both face to face and in writing	A / I
E	SC5. Critical thinking. Ability to make sense of complex issues, identify and solve problems and to think on one's feet	A / I
D	SC6. Initiative and innovation. Creates and appreciates new ideas and perspectives, sees possibilities and challenges established practices in constructive ways	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I