

Document Controller

Employer:	East West Railway Company
Location:	London initially, then based in the Oxford-Cambridge corridor
Basis:	Permanent
Team dimensions:	Reporting directly to the Quality Assurance Manager

Would you like to be at the forefront of the changing landscape of the rail industry?

A little bit about us:

East West Rail is a proposed new rail link between Oxford, Milton Keynes, Bedford, Cambridge and potentially beyond. As part of the wider plans for this strategically important corridor, it is one of the most high profile infrastructure projects in the UK today. The new railway will improve local connectivity and serve as a catalyst for economic development and the creation of new housing, as well as significantly reducing existing journey times.

We are building a diverse team and we welcome people with different types of experience and outlook.

We offer a truly breath-taking opportunity to:

- Innovate, positively disrupt and make impactful decisions
- Openly share your ideas and knowledge
- Be part of a passionate, diverse and friendly team
- Learn, develop and build the career of your dreams
- Have the right work-life balance through flexible working arrangements
- Be rewarded and recognised for your input

Key accountabilities:

As a Document Controller for the East West Rail scheme you will:

- Develop and ensure the delivery of the company document management system, and associate electronic document management systems (EDMS), to budget and to other agreed success criteria within EWR Co. guidelines;
- Administer all aspects of the company Integrated Management System (IMS);
- Be responsible for managing large volumes of incoming and outgoing records in line with the company standards;
- Liaise with functional teams to maintain suitable document control systems, procedures and standards, including generation of templates etc.;
- Develop and maintain all aspects of document control procedures, systems and plans processes including scanning, indexing, file uploading and transferring, archiving, retention and disposal arrangements;

You should apply if you have:

As a Document Controller for the East West Rail scheme you will have previous document controller experience working on major construction programmes/projects, ideally in rail-related capacity or within the UK public sector.

Your skills and experience will include:

- Excellent IT literacy, verbal and written communications skills;
- Experience of document management in complex organisations liaising with a diverse range of departments and organisations;
- Experience on client-side of major infrastructure project(s) would be an asset;
- Experience and sound knowledge of Aconex, SharePoint and Office 365;
- Knowledge of ProjectWise would be an asset, but not essential;
- Working knowledge of other propriety document control/EDMS;

You will need to have the right to work in the UK.

Join the team!

Please send your resume and a covering letter explaining why you are interested in the role and meet the above experience requirements to: recruitment@eastwestrail.co.uk