



Role: Document Control Manager
Area: Major Projects
Location: Dublin

Duration: Specific Purpose **Salary:** Competitive **Ref:** 063M19

Ervia is one of the leading Irish commercial semi- state companies and is responsible for the delivery of Gas and Water infrastructure and services to meet the needs of the Irish Economy. Ervia, through its subsidiary Gas Networks Ireland, continues to develop and operate one of the most modern and safe gas networks in the world connecting all natural gas customers to the network, and as of January 1st 2014, Ervia, through its subsidiary Irish Water, is responsible for the provision of all water and wastewater services to over 1.5m customers in Ireland. Ervia is committed to growth, innovation and sustainability and continues to be a major employer in Ireland, providing a dynamic and modern place to work for over 1,600 employees.

Ervia has established a Major Projects business unit responsible for ensuring the delivery of Major Strategic Capital Projects, with an estimated portfolio value of c. €2.5bn, across Water and Gas in the Group. The Major Projects team operates to a centralised document management protocol which is maintained and monitored by a technical team. Ervia is now recruiting for the position of Document Control Manager within its Major Projects team with specific focus on development and integration of document control systems for a large document-intensive project.

The Role:

This position will involve the development and management of the quality oriented Document Control process for a multi-year major project in accordance with relevant standards and legislation, as well as managing the interface with a centralised SharePoint document management system. This role will interface with existing Major Projects protocols and Standard Operating Procedures.

The position will involve policy setting and managing compliance and change for a large scale, document intensive project. The role will require cross functional interactions with relevant stakeholders to assist, advise and assess Document / Process Change to ensure a structured, systematic and consistent document development programme for the project, having regard to existing Major Projects SOPs, contributing to the effective performance of the Integrated Management System (IMS).

This role will also involve ensuring compliance with all internal and external standards relevant to Major Projects.

Duties and Responsibilities:

- Assess and define project information management strategy.
- Developing and/or modifying existing procedures to take account of project specific requirements.
- Developing or modifying process maps in relation to documentation and SharePoint and quality management.
- Implementation and monitoring of document control systems.
- Developing and implementation of a document archiving and disposal procedure.
- Liaising with document controllers within Major Projects and Irish Water (IW) to ensure synergies within the business and all changes to documents are recorded and maintained.
- Manage project and non-project controlled distribution of documents including external printing requirements.
- Providing direction to third parties (Consultants, Suppliers and Contractors) to meet document control requirements.
- Providing real time information to all parties keeping the Document Management System always up to date.

- Implement document repository & quality management system governance.
- Monitoring, reporting and tracking on all document non-conformances against ISO and internal procedures.
- Collaborate with document owner/proposer to identify requirements and ensure compliance.
- Support the ISO-IMS audit process.
- Provide training and communications on the Document Control Process to business.
- Ensure documents are reviewed in accordance with the review process, approved for adequacy prior to issue, and all changes have been recorded.
- Protect the integrity of a document, (especially controlled documents) throughout its lifecycle.
- Other duties may be assigned from time to time.

Knowledge, Skills and Experience:

- Relevant third level qualification (Quality Management or similar in related discipline) or equivalent experience in similar roles.
- Minimum of 5 years relevant experience ideally in the Utility, Multinational or Construction industry sectors.
- Experienced in the design, configuration and implementation of information management / document management systems and protocols.
- Detailed knowledge of Document Management systems and implementation against ISO 9001, ISO 18001 / 45001 & ISO 14001.
- Very strong SharePoint Experience to configuration level.
- Ability to work with others to ensure success in the performance of the team.
- Excellent verbal and written communication skills with the ability to convey messages in a clear manner.
- Excellent attention to detail. Striving for quality and ensuring consistent high standards of work.
- Knowledge of project lifecycles from design through to handover.
- Proven effective time management skills with the ability to prioritise and remain focused.
- Proactively identifying new areas of improvement and using newly gained knowledge and skill on the job.

The closing date for receipt of applications for this vacancy is 14th May, 2019

Applications, including a current Curriculum Vitae should be emailed to: recruit@ervia.ie

Please include the Reference Number for this Role when making an application