

# Position Description – Document Controller

POSITION DETAILS	
<b>Department / Team:</b> Information Management & Governance	<b>Reports to (title):</b> Lead Business & Information Analyst
<b># Direct Reports:</b> 0	<b># Indirect Reports:</b> 0
<b>Location:</b> Brisbane, Corporate	<b>Salary Banding:</b> AO6

## THE CROSS RIVER RAIL PROJECT




Cross River Rail is a new 10.2km rail line including 5.9km of twin tunnels running under the Brisbane River and CBD that will unlock a bottleneck at the core of the rail network and will transform the way we travel across the whole of Southeast Queensland.

It will include four new underground stations – at Albert Street, Boggo Road, Roma Street and Woolloongabba - through the middle of Brisbane, provide new above-ground stations at the RNA Showgrounds and Dutton Park, upgrade six stations between Fairfield and Salisbury, deliver three new stations on the Gold Coast and introduce a new world-class signaling system to the wider SEQ rail network.

Once Cross River Rail is operational, journeys will be quicker, stations will be in more convenient locations and there will be capacity to increase train services as our population grows. Making public transport a more viable option for the whole region and helping to ease congestion on our roads.

Further Information: [www.crossriverrail.qld.gov.au](http://www.crossriverrail.qld.gov.au)

## OUR VALUES & BEHAVIOURS

 <b>WE COLLABORATE</b>	 <b>WE INNOVATE</b>	 <b>WE DELIVER</b>
<ul style="list-style-type: none"> <li>• We treat each other with respect and speak up when this doesn't happen.</li> <li>• We share information to help everyone be successful.</li> <li>• We have honest conversations, no agendas or surprise.</li> <li>• We are curious, asking questions to understand.</li> <li>• We work through issues together and help each other.</li> </ul>	<ul style="list-style-type: none"> <li>• We are inclusive, listening to and encouraging differing views.</li> <li>• We challenge and push the boundaries.</li> <li>• We apply and share our knowledge to do better.</li> <li>• We seize our opportunity to set new standards and benchmarks.</li> </ul>	<ul style="list-style-type: none"> <li>• We act safely at all times.</li> <li>• We do what we say we will do and when we will do it.</li> <li>• We understand our individual role and how it fits into the project's success.</li> <li>• We take responsibility for our work and speak up when we need help.</li> <li>• We are committed to continuous development and take every opportunity to review, learn and improve the way in which we are delivering the project.</li> </ul>

## ROLE OVERVIEW

The purpose of the Document Controller position is to manage the Delivery Authority's Project Document Collaboration Systems and EDRMS to support internal and external stakeholders in the execution of various Deeds to substantiate project activities and artifacts and satisfy project practical completion and handover activities. The Document Control role is a crucial role to coalface activities to ensure accuracy of records captured, managed, maintained and created across Program Delivery and Corporate Services.

## KEY RESPONSIBILITIES

- Maintain controlled document registers and manage the Delivery Authority's Project Communications and Document Management System (InEight - TeamBinder).
- Receive, record and distribute technical documentation (briefs, drawings, reports, RFI, Transmittals, Technical Query, correspondence, etc.).
- Provide MicroFocus Content Manager (TRIM) and TeamBinder user support to individual project teams (limited to design and commercial related correspondence processes and procedures).
- Initiate, review and report on technical review workflows and escalate delays to managers.
- Ensure that teams are using the most current templates when issuing external communications.
- Assist to ensure technical review and comments are delivered within contractual timeframes.
- Provide progress reporting on controlled document and package status updates as required.
- Perform document control quality checks of all incoming drawing packages and documents and all outgoing documentation.
- Control documentation modification, distribution, issuance during its whole lifecycle, including Preliminary Design, Detailed Design, Issued for Construction and As Built.
- File and organise project documents in TRIM and TeamBinder and any physical controlled drawings and documentation.
- Download and manage all project documents within TRIM to ensure a complete project record is maintained.
- Build and develop trusted relationships with key stakeholders and decision makers to understand their business challenges, process and workflows with support from your Manager.
- Work in accordance with the Delivery Authority's policies, procedures and safety requirements and demonstrate alignment with our values and behaviours.

## KEY COMPETENCIES

The successful candidate will be able to demonstrate the following key competencies:

- Significant knowledge and experience using electronic document management systems in large infrastructure projects, preferably with a rail and construction focus, through design phases to as-built documentation. Handover and completion experience is advantageous.
- Ability to take on and implement change to document control processes as required.
- Strong understanding of project phases from start up, design, procurement, construction, commissioning, as-built and project close.

- Strong negotiation and communication skills (both written and verbal) and the ability to liaise with stakeholders regarding contractual requirements to satisfy document submissions.
- Demonstrated experience controlling and distributing project communications from contractors to stakeholders.
- Experience implementing document control strategies and procedures for internal and external users to follow.
- Be results driven and self-motivated and able to work well in a team environment.
- Experience safekeeping bank guarantees/security bond and implementing associated safe procedures to manage and safeguard records in the safe.
- Ability to search for, retrieve and safeguard physical and electronic records for confidential matters as required.
- Ability to ensure compliance with project standards, contractual requirements and recordkeeping legislation.