



**ROLE PROFILE**

<b>Function</b>	<b>Technical</b>	
<b>Job Title</b>	<b>Document Controller</b>	
<b>Grade</b>	<b>C3</b>	
<b>Reporting Lines</b>	<b>Reports to</b>	<b>Technical Director</b>
<b>Direct Reports</b>		<b>n/a</b>

**Aim of the role**

Support the Technical Department and wider business—including Construction, Commercial, and Sales teams—by managing and coordinating departmental information processes. Ensure the accurate, timely distribution and control of documentation, working closely with cross-functional teams to maintain effective information flow and achieve business objectives.

**Responsibilities and Duties**

- Maintain high-quality document control in line with project naming conventions, company protocols, and ISO requirements.
- Ensure the accuracy, integrity, security, and traceability of all project documentation.
- Upload, register, and manage revisions and status of documents within A-Site.
- Conduct monthly audits of A-Site and document registers to ensure accuracy and compliance.
- Manage project information flow, distribution lists, and document workflows.
- Oversee consultant and design team documentation, ensuring full auditability of the design coordination process.
- Monitor and control subcontractor and supplier documentation, ensuring compliant review and approval processes in line with Golden Thread requirements.
- Maintain project directories and subcontractor access within A-Site.
- Manage issue dates in line with the business plan, including groundworks and superstructure packages.
- Update and maintain Technical Department trackers (S106, S104, S278, S38), consultant appointments, and insurance records; request updated certificates as required.
- Issue formal consultant appointments (Deeds or Short Forms), coordinate signatures, and liaise with Legal on amendments.
- Lead departmental invoicing through the COINS system and set up new developments as required.
- Support Housing Association handover packs in coordination with the Land Team, ensuring alignment with legal handover documentation.
- Assist with CDM compliance, including issuing Designer Pre-Qualification Questionnaires and maintaining related records.
- Ensure correct project specifications are issued by the Commercial Department.
- Maintain site and plot information uploads (e.g., postal addresses, SAP data).
- Collate documentation to evidence compliance, including group deal requirements and waste transfer notices.



- Provide general departmental administration, including meeting coordination and minutes (PTMs/DTMs), mailbox monitoring, allocation sheets, and leave tracking.

**Skills, Knowledge & Experience**

- Excellent organisations skills and attention to detail.
- Experience using A-Site (EDMS).
- Experience in COINS system.
- Ability to manage and communicate to stakeholders, both internal and external.

Our Key Pillars	
Customer Focus	<ul style="list-style-type: none"> <li>• Every decision we make revolves around delighting our customers</li> </ul>
Passion for Building	<ul style="list-style-type: none"> <li>• We approach each project with unwavering enthusiasm</li> </ul>
Sustainability	<ul style="list-style-type: none"> <li>• Understanding our environmental footprint by incorporating eco-friendly practice and materials into our communities</li> </ul>
Lasting Community	<ul style="list-style-type: none"> <li>• We create communities with a sense of belonging and a legacy for generations to come</li> </ul>
Belief in Better	<ul style="list-style-type: none"> <li>• We are committed to delivering homes that are the definition of excellence</li> </ul>