



## About HBC Construction Limited

Formerly known as Henry Boot Construction, HBC Construction Limited (HBC) is a wholly owned and independently managed construction company.

Employing over 100 construction specialists and based in Dronfield, Derbyshire, HBC operates across Yorkshire, Teesside and the East Midlands.

A multi award-winning contractor, HBC is committed to the highest possible industry standards. Renowned for building with integrity, authenticity and passion, developers, local authorities, contractors and supply chain partners know they can rely on HBC's service excellence, construction expertise and the ability to deliver solutions for complex projects.

Job title	<b>Document Controller</b>
Department	<b>Design</b>
Location	<b>Dronfield</b>
Travel	<b>Office based</b>
Reporting to	<b>Head of Design</b>
Job grade	<b>7</b>

## Job summary

The Document Controller will focus on providing support assisting design managers and site teams in the use of our project Common Data Environment(CDE) and site induction system. The role will involve reactive support, formal audits, training site teams and external users of our system.

## Job details

Your key responsibilities are to:

- Author project specific user guides for the CDE and BIM execution plans
- Providing training and support internally on the use of our CD and site induction system
- Providing training and support to external users of our CD and site induction system
- Set up the project specific CDE for tenders and projects
- Set up project specific CDE workflows
- Audit the use of the CDE by each project feed back any issues to users and management team
- Assisting site teams in chasing drawing approvals
- Assist in the compilation Contractor's Information Requirements where required
- Set up site induction system
- Assit in setting up site specific inductions
- Liaise with CDE and site induction system companies

## Qualifications, Skills, Knowledge and Experience

Education, Training and Qualifications	Essential:	<ul style="list-style-type: none"> <li>• Relevant Qualifications to GCSE/HND/HNCBTEC level</li> </ul>
	Desirable:	<ul style="list-style-type: none"> <li>• Driving Licence – Access to and from different sites</li> </ul>
Relevant Experience	Essential:	<ul style="list-style-type: none"> <li>• Experience working with Construction CDE</li> <li>• Experience working with drawing approval processes</li> </ul>
	Desirable:	<ul style="list-style-type: none"> <li>• Experience in supporting subcontractors</li> <li>• Experience creating CDE workflows</li> </ul>
Skills, Aptitudes and Abilities	Essential:	<ul style="list-style-type: none"> <li>• Strong communication skills, both verbal and written</li> <li>• Manage and update project documents</li> <li>• Good forward-planning skills</li> <li>• Organisational and timekeeping skills</li> </ul>
	Desirable:	<ul style="list-style-type: none"> <li>• Ability to configure construction CDEs</li> <li>• Ability to advise clients on use of CDEs</li> <li>• Ability to create user guides and information management specifications</li> </ul>
Practical and Technical Knowledge and Experience	Essential:	<ul style="list-style-type: none"> <li>• Knowledge of relevant software</li> <li>• Good understanding of design approval process</li> <li>• Strong IT knowledge</li> <li>• Has a drive to keep up-to-date with industry trends and new technologies.</li> </ul>
	Desirable:	<ul style="list-style-type: none"> <li>• Knowledge of new technologies</li> </ul>
Behaviours		<ul style="list-style-type: none"> <li>• Good team worker</li> <li>• Ability to work independently</li> <li>• Ability to react and prioritise workload</li> </ul>