

Job Description

Document Controller/Administrator

The role forms part of an expanding Stantonbury Parish administrative support team.

The Parish Council has a broad range of initiatives for the ongoing future which are producing significant levels of documentation in various mediums. The Parish Council has identified the need for a central point of control for its documentation.

The successful applicant will be required to undertake the following functions.

- Maintaining the Parish Councils' Electronic Filing system
- Maintaining the hard copy documentation of the Parish Council
- Review and selection of documents for retention or deleting in accordance with Parish Council Policies
- Reviewing documents and making revisions for accuracy
- Liaising with project team members to ensure documents meet requirements
- Creating document template when required
- Converting information from project teams into user-friendly documents for social media and the Parish Council website
- Numbering and labelling documents for identification and reference
- Scanning, copying and distributing documents to Councillors and stakeholders
- Tracking documents to maintain confidentiality
- Responding to Freedom of Information requests
- Manage the flow of documentation within the organisation
- Recommend changes to the existing systems to improve document retrieval and retention

Secondary duties

- To support the administrative team when required

Document Controller Skills and Qualifications

- The document Controller should possess experience of creating document control systems
- Knowledge of Microsoft Office software, especially Word, Excel and Outlook or similar programmes
- Understanding of document control systems
- Verbal and written communication skills
- Clear and efficient numbering and labelling skills
- Typing accuracy and efficiency
- Attention to detail to ensure documents are accurate and refer to specifications
- Filing and organisational skills for document storage
- Undertake training as required for the job role