

# Ready to challenge yourself?

At Hydro Tasmania, we're leaders in renewable energy, powering Australia with clean hydropower. We really care about making a difference for the better, but it's a big job, and we can't do it alone. Which is where you come in.

A career with us will support you to be the best you can be with open working relationships, genuine opportunity to try things your way, and unwavering commitment to excellence.

**Together we'll make a difference.**

# Ready to challenge yourself?

## Position Description: **Senior Document Controller**

### Role overview

- **Position classification:** HT5
- **Number of direct reports:** <5
- **Team, business area:** Battery of the Nation, Assets & Infrastructure
- **Delegation Level:** DL7
- **Immediate manager:** Quality Assurance and Improvement Program Lead – Data and Processes
- **Manager-one-removed:** Project Director BotN Projects

### Role purpose

This role is accountable for the implementation and ongoing management of best practice Document Management for the Battery of the Nation projects. The Document Control Lead will implement systems across the integrated owners team, develop and socialise processes and procedures, train project team members, and ensure compliance with standard operating procedures.

The Document Control Lead will lead the Document Control function, providing coaching, mentoring and support to more junior members of the team. They will work closely with their counterparts in other project participants (consultants, Delivery partners, EPC contractors) to ensure quality assurance and gatekeeping processes are followed.

# Position Description: **Senior Document Controller**

## **Role accountabilities**

### **Strategy Execution (customer, community and stakeholders)**

- Develop and implement systems, processes and workflows for document control.
- Ensure project documentation is managed efficiently and effectively.
- Ensure systems and processes align with the Delivery Partner, wider business and relevant regulatory requirements and standards.
- Collaborate with project team members to ensure effective management of project-related documentation and drawings.

### **Financial (budget expenditure, revenue, profit targets, etc)**

- Monitor and manage project documentation budgets.
- Ensure efficient use of resources to manage project documentation and drawings.
- Provide cost estimates for document management tasks.

### **Technical**

- Manage the implementation of Aconex (or other equivalent document management system) for Battery of the Nation projects.
- Management of the document management system utilisation, including managing users and security permissions, file storage structures, and configuring work-flows.
- Provide training to team members on the use of document control systems, processes and tools.
- Ensure document quality assurance and gatekeeping processes, including QA checking of documentation, numbering, revision, status, format and title.
- Identify opportunities for process improvement and implement solutions to improve the efficiency and effectiveness of document and drawing management.

### **Leadership and Organisation**

- Lead the Document Control team including coaching performance, supporting wellbeing, and promoting career development opportunities.
- Contribute to the development of a positive performance culture on the Battery of the Nation project team and broader Assets and Infrastructure Business unit.
- Lead a culture of Zero Harm, playing a proactive role in identifying and eliminating hazards throughout all project phases and prioritising employee and contractor wellbeing.



# Position Description: Senior Document Controller

## Candidate attributes

### Technical skills and qualifications

- Minimum 10 years of experience in a document control or related role
- Relevant Bachelor's degree (Business Administration, Information Technology, Project Management) or equivalent experience

### Experience

- Relevant experience in document and drawing management within the construction industry is highly desirable.
- Experience with implementing and managing Aconex or other similar software.
- Experience with SAP, SharePoint, Autodesk Construction Cloud and MS Teams as a Systems Administrator or Super User.
- Experience leading a team in large construction projects.

### Capabilities

- Experience in implementing and administering Aconex or other similar software (eg Autodesk Construction Cloud, QDMS).
- Experience in managing documents for major construction projects (\$1bil+).
- Outstanding attention to detail and ability to maintain accuracy in managing project documents and drawings

- Experience in writing and delivering documentation control documentation, processes and training from scratch.
- Excellent experience engaging with a range of stakeholders across multiple disciplines (engineering, environment, stakeholder engagements, construction).
- Experience having oversight of owners requirements being delivered by external organisations (Delivery Partners)
- Excellent written and verbal communication skills with the ability to influence and consult with a diverse range of team members across various organisations.

### Change leader

- You identify and implement opportunities for continuous improvement/Lean initiatives within your team and across the business.
- You champion change where needed and inspire others to do the same.
- You display resilience and persistence to achieve positive change outcomes.

### Growth mindset

- You see challenges and failures as opportunities.
- You actively seek and learn from feedback.
- You have a mindset of development, determination and opportunity.

### Behavioural competencies

- See the Behavioural Competency Framework on the following page.

# Position Description: Senior Document Controller

## Behavioural Competency Framework

Competency	Description	All of us
Innovation & Continuous Improvement	Looks for new and better ways of doing things. Adapts to change to promote growth and improvement.	<ul style="list-style-type: none"><li>• Continually looks for opportunities for Lean improvements</li><li>• Follows ideas through to action, reflects and always seeks to do better</li><li>• Demonstrates diverse thinking and embraces change</li><li>• Encourages peers to do the same</li></ul>
Collaboration	Breaks down silos, works across boundaries and builds relationships to achieve outstanding results to be proud of.	<ul style="list-style-type: none"><li>• Actively looks for opportunities to share knowledge and utilise strengths</li><li>• Works co-operatively to achieve shared objectives</li><li>• Recognises others for their contributions and accomplishments</li><li>• Gains and demonstrates trust and support for others through actions</li></ul>
Builds effective working relationships	Embraces and encourages an environment of respect and trust.	<ul style="list-style-type: none"><li>• Supports equal and fair treatment for all</li><li>• Is seen as a team player and finds common ground in a respectful way</li><li>• Seeks and provides feedback to improve working relationships</li></ul>
Accountability	Stands up and takes ownership for achieving results. Sets high standards for self and others.	<ul style="list-style-type: none"><li>• Follows through on commitments and encourages others do the same</li><li>• Takes personal responsibility for own timely and quality activities</li><li>• Designs feedback into the ways of work to support 'growth mindset'</li><li>• Provides exceptional service to stakeholders and customers</li></ul>
Judgement	Identifies and acts on issues and develops quality solution, setting high standards of decision making.	<ul style="list-style-type: none"><li>• Always role models our values</li><li>• Demonstrates rigor to make effective and quality decisions</li><li>• Stands up and acts when issues arise with a sound and level-headed approach.</li><li>• Keeps informed of activities and evolutions in the broader business</li></ul>

# Organisational Values: Our Way



## All about our customers

Creating a brighter future for our customers is at the heart of every decision we make. We take time to listen, learn and adapt to deliver innovative product solutions impact solutions that genuinely meet their needs.



## Keep each other safe

We've got each other's backs. We care for the well-being of our colleagues and communities and we courageously speak up when things aren't right.



## Do the right thing

It's up to all of us to leave a positive legacy for this world. We do the right thing by each other, our communities and our planet by acting with integrity and honesty in all that we do.



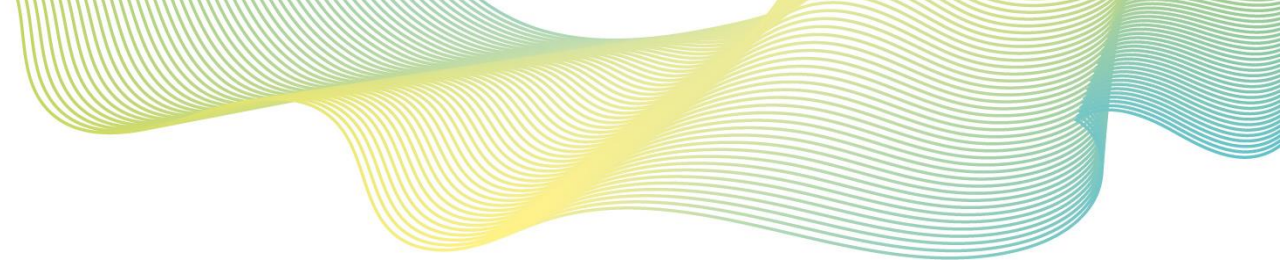
## Better together

We create meaningful opportunities when we work together to unlock the power of our diverse talents. We can do great things when we listen and learn from each other's perspectives.



## Find a way

We're up for solving even the toughest challenges. We collaborate, innovate and persevere until the job is done. And then we get up and do it again.



# Organisational Requirements

## Health, safety and security

Fosters and adheres to a culture that enables self and others' safety to make good choices at the forefront of all actions. Contributes to our ability to deliver our services by demonstrating an understanding of cyber security standards and applying them to relevant activities in the workplace.

## Compliance and standards

Ensures compliance through actively engaging with stakeholders and maintains awareness of relevant legislation, laws, regulations, standards, codes and Hydro Group policies and procedures. Influences continuous improvement and positive outcomes so they are viewed as adding value.

## Diversity and inclusion

Hydro Tasmania group supports applications from all members of our community and equitable access to our employment opportunities. We are open to discussing workplace flexibility in all our vacancies, to ensure we can attract the best candidates and accommodate individual needs, differences, disabilities and working arrangements, even in ways we have not thought of. Our merit based recruitment practices are founded on building diversity by fostering an inclusive, flexible and equitable workplace.