



Terms of Reference / Job Description

Company Job Title	Technical Document Controller
Working Hours	Monday to Friday 9am to 5pm
Approximate time spent away from Orbital Offices (i.e. on site)	This role is based predominantly within our Staffordshire office however the individual may be required to travel to client premises to attend meetings.
This position reports to:	Lead Software Engineer
Organogram	<p style="text-align: center;">Engineering Manager Lead Software Engineer Technical Document Controller</p>
Primary Duties:	<ul style="list-style-type: none"> • Compiling Technical documentation with direction from the software team. • Completing documentation to a good standard and in a timely manner. • Following direction from the software team to complete all paperwork required including quality control forms and reports. • Reviewing Documentation. • Responding to internal and external customers on behalf of engineers.
Secondary Duties:	<ul style="list-style-type: none"> • Managing the software archive and ensuring each archived copy is properly documented. • Liaising with clients to issue Designs, TQ's and RFI's on behalf of the Software Department.
Essential Skills:	<ul style="list-style-type: none"> • Excellent communication skills and ability to work within a team. • Attention to detail. • Willingness to take ownership/responsibility of task. • IT literate, including MS Office programmes.
Desirable Skills:	<ul style="list-style-type: none"> • Experience of working in an Engineering environment. • Commercial awareness.
Personal Skills	<ul style="list-style-type: none"> • The ability to prioritise their own workload and work unsupervised when required to meet Project deadlines. • A flexible approach to their working practices.

Version 3 (Last Edited 20/07/17) by AWOOD