

Position description:

Document Control Specialist

Reporting to:

Programme and Cost Controls Manager

Date:

November 2024

Location:

Wellington or Christchurch

The role

- You'll be part of the Renewable Construction Team within the Development Business Unit. This team is responsible for building new assets to meet Meridian's strategic goal of playing our part in decarbonising New Zealand. The team is responsible for detailed design, contract tendering, negotiations and award of key contracts, site construction works, commissioning and handover to Generation Business Unit. To be successful we work closely with many teams within Meridian but also suppliers and consultants.
- You will be managing the project documentation in the Electronic Document Management System (EDMS) while also managing workflows in SharePoint, assisting with reports, and various other additional Document Control support.
- While a credible specialist in your own right, you will also be a team player and respond to the challenges of complex construction interdependencies with an emphasis on doing great work for our internal Customers.

Position accountabilities (What you're responsible for)

- Managing all documentation for our construction projects ensuring all documents and drawings are up-to-date, accurately filed, compliant, and easily accessible.
- Implementing a Document Management Plan (DMP) and providing continuous improvement initiatives for document control systems and processes.
- Assuring all project documentation, including technical drawings, meet Meridian's document & drawing guidance requirements.
- Creating and managing templates and process workflows to streamline documentation processes.
- Applying version control practices to track document revisions accurately.
- Liaising with the Generation Business Unit and other key stakeholders to fulfil their necessary documentation requirements.
- Preparing ad-hoc reports for our projects as required.



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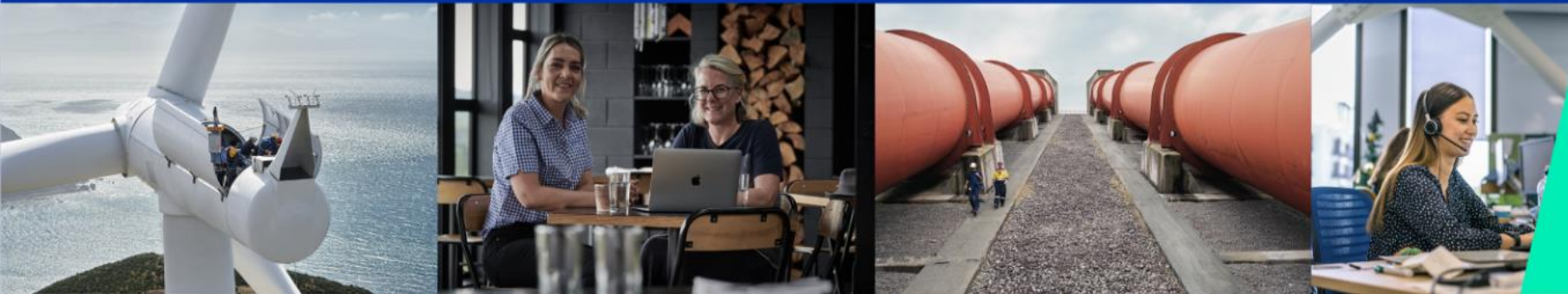
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Position accountabilities (What you're responsible for continued)

- Satisfying the requirements set by our internal Customers for successful project close out and handover.
- Assisting Project Managers during audits by providing any necessary documentation.

Knowledge, experience and skills

- Previous experience in a Document Control role involving large engineering and infrastructure projects is a must.
- Knowledge of the Oracle Aconex DMS and KKS coding is preferred.
- Have excellent written and oral communication skills.
- Ability to identify, develop, and implement process, procedural, and system improvements
- A self-directed individual who gets energy from integrating their work with the wider teams' requirements and demands.
- Speaks up when something isn't right or doesn't seem right. Its important to capture and resolve issues prior to crystalising a cost, time delay, or reputational issue.



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