

JOB DESCRIPTION



Title:	Document Control-Project Support
Location	Oslo
Closest superior / reporting	PMO – Project Management Officer

Background

The NorthConnect project aims to develop, consent, design, build and operate a high voltage direct current (HVDC) electricity interconnector across the North Sea between Sima in Norway and Peterhead in the United Kingdom. The interconnector cable will have a length of 655km, and capacity of 1,400 MW. The intention is for the HVDC interconnector to be operational by 2022. More Information is available at www.northconnect.no

Main Objectives

- Secure implementation of efficient document handling system and procedures including a suitable archive index.
- Ensure that the eRoom or other designated document handling system (DHS) has a structure that is easy to understand for the project members and make necessary actions if this is not the case
- Become the eRoom/DHS administrator (document handler). Take the role as expert on using eRoom/DHS in order to use the tool in a best possible way and provide assistance when needed.
- Ensure functional project infrastructure (office facilities, IT, process descriptions, procedures etc.)
- Deliver high quality administrative service to the project management team.

Responsibilities and cooperation

Main responsibilities and tasks:

- Secure efficient document handling and document control (templates, document structure, version control)
- Facilitate project infrastructure (office, IT, process descriptions, procedures, etc.)
- Store electronic copies of signed documents (contract, minutes from board meetings etc) at the appropriate place at eRoom /DHS
- Make sure that vital project documents are stored and that the latest version of documents are available at eRoom
- Be proactive and follow up the project members to make sure they are using eRoom as intended – provide help and assistance if necessary.
- Support PM and project management team on administrative issues
- Proactively assist general administrative tasks

Other duties:

- Support PMO
- Other ad hoc tasks

Cooperation with other units:

- Be a resource for unit managers in handling documents

Required qualifications and competencies

Formal education:

- Bachelor level or similar within document management

Professional experience:

- Experience from document management in large infrastructure projects
- Experience with eRoom or interaxo is an advantage

Personal skills:

- Structural approach
- Team player
- Service minded
- Independent and proactive
- Written and Verbal communication in English.
- PC Literate.

Application

- Note this is not anticipated to be a full-time position.
- Workload variable, may be approximately 40-80% of a full-time position.
- Candidates should send a CV, proposed hourly rates in NOK or GBP excluding VAT, contact details, and a note on availability to tor.saunes@northconnect.no