




## Document Controller

April 2025

Reporting Relationship and Location	
<b>Reports to:</b>	Quality Manager
<b>Team   Business Unit:</b>	Programme Management Office (PMO)   Infrastructure
Purpose	
<p>The Document Controller is to support multiple projects (up to 10 Projects) within one of our 3 Delivery teams (Terminal Enabling, Domestic Processor or Airfield), offering essential support in areas such as document control, systems management, preparation of templates, formatting and project administration. They are responsible that the projects adhere to the Document Management Plan, including SharePoint and Aconex Procedures.</p>	
Key Accountabilities	
<b>Document and Systems Management</b>	<ul style="list-style-type: none"> <li>• Ensure accurate and timely management, storage, and retrieval of all project-related documents.</li> <li>• Maintain and update the PDMS System Aconex and associated Project SharePoint site to ensure compliance with AIAL standards. This includes permission &amp; access control and group setting management.</li> <li>• Assist the Projects with uploading documents, revision control, distribution and review processes.</li> <li>• Accountable for the invoicing process for the Aconex Project accounts and keeping the associated Register with the project details up to date as the projects move through different phases (tender, design, construction, DLP, Archive)</li> </ul>
<b>Compliance and Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Ensure that all information meets document management and AIAL plans and procedures.</li> <li>• Conduct regular audits to verify document accuracy, version control, and compliance.</li> </ul>
<b>Support Project deliverables</b>	<ul style="list-style-type: none"> <li>• Train and support team members on document control systems and processes. This can be 1-on-1, in project setting or in a larger group for the Programme in either a workshop or 'show and tell' type of presentation.</li> <li>• Provide guidance on best practices for document management and compliance.</li> <li>• Assist in preparing documentation like reports on formatting, and other project-related documents.</li> <li>• Serve as the point of contact for document management related queries from project teams and stakeholders.</li> <li>• Facilitate the timely distribution and receipt of project documentation to internal and external parties.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Identify opportunities to improve document control processes and systems.</li> <li>• Implement enhancements to increase efficiency and accuracy in documentation.</li> </ul>

<b>Health, Safety and Wellbeing</b>	<ul style="list-style-type: none"> <li>• Role model Auckland Airport's commitment to "People First" Health, Safety &amp; Wellbeing approach.</li> <li>• Lead by example, demonstrating and communicating visibly safe work.</li> <li>• Ensure all incidents are reported and investigated in a timely manner to enable continuous learning and improvement.</li> <li>• Consult, engage and communicate within your team and to others, to manage and improve Health, Safety and Wellbeing.</li> <li>• Understand and communicate the health, safety and wellbeing risks and controls across all the work your team carry out and maintain high levels of risk awareness within your team.</li> </ul>
<b>Financial Responsibilities and Authorities</b>	
<b>Financial Authority</b>	
<ul style="list-style-type: none"> <li>• Not accountable for expenditure budget; no authority to commit routine expenditure or capital expenditure without reference to people leader</li> <li>• Not accountable for expenditure budget</li> </ul>	
<b>Structure Chart</b>	
TBC	
<b>Key Challenges</b>	
<ul style="list-style-type: none"> <li>• Being part of the PMO team and working closely with &amp; for several other Projects could make integration with those teams a challenge.</li> <li>• Keeping oversight of the different projects and know what &amp; how to prioritize.</li> <li>• Staying updated with ever-evolving compliance standards and industry regulations.</li> <li>• Ensuring that all records meet audit and legal requirements.</li> <li>• Balancing document accessibility for authorized users with security protocols to prevent unauthorized access.</li> <li>• Managing large volume of documents as and the Programme continues to take on new Projects when required as per CWMP (Capital Works Master Programme).</li> <li>• Adopting systems that can handle increased data loads efficiently.</li> </ul>	
<b>Key Relationships</b>	
<b>Internal</b>	<b>Purpose of contact with this person/s</b>
<ul style="list-style-type: none"> <li>• Quality Manager</li> <li>• Document Systems Manager</li> <li>• Project Managers, Infrastructure team members and functional staff i.e. the Spatial Information Team, Project Controls, Engineering, ... Engineering Services, Digital, Finance and other AIAL department staff interacting with Infrastructure's EDMS and PDMS.</li> </ul>	<ul style="list-style-type: none"> <li>• Direct manager, working collaboratively on Systems and QA.</li> <li>• The Document Systems Manager sets out the direction and priorities and is our Subject Matter Expert.</li> <li>• Providing both support as well as assisting them to stay within procedural guidelines through all lifecycles of our projects.</li> </ul>

External		Purpose of contact with this person/s
<ul style="list-style-type: none"> <li>Consultants and contractors.</li> </ul>		<ul style="list-style-type: none"> <li>Where consultants are engaged, they can have delegated responsibilities and will act as AIAL staff. As document controller you will work together with them as per above.</li> </ul>
Person Specification		
Qualifications (or equivalent level of learning)		
Essential		Desirable
<ul style="list-style-type: none"> <li>Diploma or Degree in Business Administration, Information Management, or a related field.</li> </ul>		<ul style="list-style-type: none"> <li>Bachelor's degree in information studies, Information Management, or a related discipline.</li> <li>Relevant Certifications Aconex Oracle and SharePoint Microsoft.</li> </ul>
Knowledge / Experience		
Essential		Desirable
<ul style="list-style-type: none"> <li>5 years proven experience on document controller role in construction or infrastructure projects.</li> <li>They need to be a proven achiever with excellent oral and written communication skills, keen attention to detail, and strong time management abilities.</li> <li>A high level of proficiency with SharePoint and Aconex.</li> <li>Excellent relationship-building skills at all levels of the organisation.</li> </ul>		<ul style="list-style-type: none"> <li>Experience working in aviation or large-scale infrastructure projects.</li> <li>Understanding of construction processes within airside, landside, and terminal environments.</li> <li>Familiarity with project delivery in a client-side environment.</li> </ul>
Values		
<p><b>Whiria te tangata.</b> Our values weave us together. They're what we stand for, who we are and how we think, feel and act.</p>		
 <b>All in</b>	<ul style="list-style-type: none"> <li>People first</li> <li>Seek understanding</li> <li>Acknowledge others</li> <li>Empathise and support</li> </ul>	

<i>Tātou tātou</i>	<ul style="list-style-type: none"> <li>• Diverse &amp; inclusive</li> </ul>
 <b>Know How</b> <i>Kōkiri Tahi</i>	<ul style="list-style-type: none"> <li>• Explore and solve together</li> <li>• Curious and open</li> <li>• Bring your voice &amp; share your skills</li> <li>• Unite and collaborate</li> <li>• Right people in the room</li> </ul>
 <b>Let's Go</b> <i>Karawhiua</i>	<ul style="list-style-type: none"> <li>• Challenge yourself</li> <li>• Take pride</li> <li>• Act with intent and integrity</li> <li>• Keep your word</li> <li>• Deliver excellence</li> </ul>
<b>Changes to Position Description</b>	
<p>From time to time it may be necessary to consider changes in the position description in response to the changing nature of Auckland Airport's work environment, including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle, or as required.</p>	
<b>Sign-Off</b>	
<b>Job-Holder</b>	<b>People Leader</b>
Print Name: _____  Sign: _____	Print Name: _____  Sign: _____