

## Job Description

<b>TITLE</b>	DOCUMENT CONTROL / ARCHIVE ADMINISTRATOR	<b>GRADE:</b>	<b>5</b>
<b>FUNCTION/AREA</b>	QUALITY ASSURANCE		
<b>REPORTING TO</b>	DOCUMENT ADMINISTRATOR/ARCHIVIST		

### PURPOSE OF THE ROLE

To assist with the management of the production, distribution and version control of controlled documents in compliance with the applicable written procedures.  
To provide support to the archivist with the archiving of documentation, including patient records and the disposal of obsolete records, in compliance with regulatory guidelines and written procedures.

### MAIN INTERFACES

**INTERNALLY:** All Bourn Hall Clinic and Business Support Services staff.

**EXTERNALLY:** Contract archive staff and visitors to the archive.

### KEY TASKS & RESPONSIBILITIES

- To assist in the management of the editing and review of draft controlled documents to ensure that they are approved and issued in a timely manner.
- To assist in the management of the annual review of controlled documents.
- To ensure that obsolete versions of controlled documents are removed and archived.
- To assist in the production of reports for Line Managers and Senior Management regarding overdue document reading/review tasks for staff that report to them.
- To maintain the relevant paper and electronic files and to maintain accurate administrative records for both controlled documents and the archive in accordance with written Quality Assurance procedures.
- To assist in the archiving, retrieval and destruction of documents, including patient records, in an accurate and timely manner.

### MANAGEMENT/LEADERSHIP

None.

### ACCOUNTABILITY AREA

All activities conducted by or on behalf of the Bourn Hall Group.

### AUTONOMY & AUTHORITY

To distribute and version control documents in compliance with the applicable written procedures.  
To locate and retrieve archived documents in a timely manner when requested.

**FUNCTIONAL KNOWLEDGE/BUSINESS EXPERTISE**

Familiarity with a range of electronic systems including MS Word, MS Excel and Adobe.  
Some knowledge of manual or electronic document control systems would be an advantage.

**PROBLEM SOLVING**

To collaborate with others to identify workable solutions to documentation problems.

**NATURE & AREA OF IMPACT**

To assist in the efficient management of controlled documents and the Bourn Hall Limited archive.

**INTERPERSONAL SKILLS**

To communicate and work effectively as part of the Quality Assurance team.

**SPECIAL PROJECTS**

Input into the development and use of any future electronic document management system.

**CANDIDATE’S PROFILE**

**EDUCATION/PROFESSIONAL EXPERIENCE**

- Good word processing skills.
- Basic user knowledge of Microsoft applications.
- General office skills, such as filing and indexing.

**LANGUAGES**

English

**SKILLS & COMPETENCIES**

- Excellent written English skills
- Excellent IT skills including Word and Databases
- Good attention to detail and able to work methodically
- Able to work unsupervised and alone after sufficient training

<b>APPROVALS</b>			
JOB HOLDER:		DATE:	
LINE MANAGER:		DATE:	