

Position Description

Document Control Specialist

NWTD Project

Project Services

Objectives

- Responsible for providing a single repository and a reliable source of data for all project stakeholders in accordance with TasNetworks and NWTD Project Document Control standards and requirements.
- Support effective operation, integrity, security, and adoption of information systems, to support efficient project delivery, and seamless collaboration across engineering, construction, commercial, contracts, and project services functions.
- Support the Data Governance Framework for the project enabling high-quality data, which enables timely decision making and a single source of truth for all project reporting data (cost, schedule, risk, change, HSE etc.)
- This position will be based in TasNetworks Devonport Office.

Role Specific Accountabilities

Document Control

- Works closely with the PIMS Lead, other Document Control Specialists, Project Controls Lead, Construction Managers and their respective teams and other key project stakeholders.
- Responsible for receiving, scanning, distributing, filing, and monitoring drawings and documentation on the project in TasNetworks Devonport site office.
- Maintains drawing files, archives, and electronic files in project databases.
- File and retrieve documents/drawings and originals necessary to facilitate the control of project documents.
- Support the administration and optimisation of project information management systems, including: InEight, Procore, SharePoint / Office 365 environments.
- Facilitate multi-discipline reviews (squad checks) for both engineering and supplier documents as required.
- Assist in the turnover of drawings and documents at project completion, either hard copy or electronically.
- Identify opportunities to improve workflows, efficiency, and system utilisation.
- Participate in working groups and drive continuous improvement initiatives including the use of Artificial Intelligence (AI) tools to automate project management and project controls.
- Ensure compliance with intellectual property, privacy, and right-to-information obligations.

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	Project Administration • Provide administrative support services to the Project Services and Construction teams including scheduling meetings, taking meeting minutes, workshop coordination, travel arrangements etc. • Support Construction General Manager with generating progress reports, tracking milestones, deliverables, and critical deadlines. • Any other duty or task as reasonably and lawfully directed by TasNetworks.
To be successful in this role	• 5+ years of experience in Document Control and/or Project Administration, preferably within the Major Projects or EPC (Engineering, Procurement, Construction) environment. • High proficiency in MS Office (Excel, Word) and experience in using an Electronic Document Records Management System (EDRMS), preferably SharePoint and InEight. • Highly organised with a strong analytical mindset. • Proactive, curious, and solutions focused. • Confident communicator able to tailor messages for technical and non-technical stakeholders. • Collaborative team player with the ability to work independently. • Demonstrated ability to multitask, adapt to and operate in a fast-paced, changing environment. • Demonstrated ability to work independently and as a member of a project team. • Strong attention to detail with a focus on accuracy and data integrity. • Ability to manage multiple priorities and reporting cycles simultaneously. Desirable • Experience contributing to continuous improvement or project uplift initiatives.
Compliance Requirements	• A satisfactory National Police Record check to confirm eligibility for the role.

Reports to:

PIMS Lead

Direct reports:

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Approved:

August 2026

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