

## Job Profile

**Job title:** Document Control Manager

**Reporting line:** Data and IT Manager

### **About Flotation Energy**

Flotation energy is a leading developer and owner of offshore wind projects. We are determined to play a major role in the move to renewable energy. Our skill is to look at the world's oceans and to find places where we can build new offshore wind projects. Our greatest expertise is our team's ability to find and develop sites for floating projects in deeper waters.

### **Role profile**

To lead the Document Control team and ensure that all Document Control (DC) requirements are met by the business and are compliant with the Quality and Sustainability strategy, Project Delivery Framework, and key stakeholder expectations.

### **Key accountabilities**

- Provide leadership and strategic direction to project document controllers
- Develop and lead a high-performing Document Control team, fostering a culture of excellence and continuous improvement
- Oversee the development and continuous enhancement of the Electronic Document Management System (EDMS), and lead the formulation and refinement of Document Control policies and procedures to ensure efficient, compliant document handling across the organisation
- Support the development and improvement of information security policies and procedures to strengthen data protection and compliance
- Establish effective working relationships with project teams and suppliers to ensure ongoing compliance with ISO standards
- Ensure all Document Control activities align with industry best practices and Flotation Energy's corporate Quality and Sustainability strategy
- Identify gaps in Document Control support for project teams and define standard reporting structures and key performance indicators (KPIs)
- Follow all company policies and procedures and actively support the continual improvement of the business management system (BMS) to ensure the goals and commitments of our HSEQS policy are consistently met

### **Person specification**

- Extensive Document Control experience
- Experience of managing a team in a similar industry
- Excellent working knowledge of Microsoft packages
- Experience in the implementation of new systems and processes
- Strong communication, leadership and team building skills
- Highly organised with an excellent eye for detail
- Efficient in Time management skills
- Ability to create and maintain a productive, enjoyable, and fulfilling work environment.
- Enthusiastic, proactive, and forward thinker

## Our Values



**Innovation:**



**Adaptability:**



**Care for our  
environment:**



**Teamwork:**



**Respect:**

Our huge passion is to change the game in offshore wind development and delivery and our values underpin this ambition. They are the life blood of our organisation, and we consider them in every aspect at Flotation Energy. We're extremely proud of our achievements and our culture, growing from a small team of five people with big ideas and lots of enthusiasm to a thriving and dynamic global organisation.

Our entrepreneurial spirit enables us to make decisions at pace and provides a space for agile and critical thinking to thrive. We're a creative and resourceful bunch, and really love what we do.

## HSEQS

At Flotation Energy, we are committed to open communication, integrity, fairness and caring for our employees, communities and the environment. We aim to exceed expectations in health, safety, environment, quality and sustainability. Achieving these values is driven by our Business Management system (BMS). Together, we create a healthy, safe, and sustainable business culture.

## Equality, Diversity & Inclusion

Flotation Energy was founded on the principle of doing things differently, passionately and with integrity. Having diverse teams, especially when this is applied to critical thinking and problem solving, has enabled us to create new solutions to the many challenges involved in developing offshore wind at scale.

By being inquisitive, by learning, adapting and by always being inclusive and ready to share, we continue to make Flotation Energy an inspiring place to work.