

# Job Description: Document Controller – Healthcare Construction Projects

**Corporate Function:** Capital Projects and Property

**Location/Base:** Swindon

**Reporting to:** Head of Construction

**Contract:** Full-time, Permanent

## About Welbeck:

Welbeck Health Partners is a leading private healthcare provider based in London, bringing together a network of specialist centres of excellence under one roof. Located within Welbeck Street, Welbeck offers consultant-led care across a range of disciplines, combining advanced diagnostics, imaging, and treatment services in a modern, patient-focused environment.

## About The Role:

We are seeking a meticulous and highly organised Document Controller to support the delivery of private healthcare construction projects. This role is critical in ensuring accurate management of sensitive and complex project documentation, including technical drawings, compliance records, and regulatory submissions.

You will work closely with project teams to maintain strict document control processes in environments where precision, confidentiality, and regulatory compliance are essential.

## Key Responsibilities:

- Manage and maintain all project documentation in accordance with company procedures and healthcare sector requirements
- Control the distribution of drawings, specifications, RFIs, and technical submittals
- Ensure accurate document numbering, filing, and version control

- Track revisions and maintain up-to-date records across all project phases
- Liaise with project managers, consultants, subcontractors, and clients to ensure timely document flow
- Support compliance with healthcare regulations, quality standards, and audit requirements
- Maintain confidentiality of sensitive healthcare-related information and project data
- Assist in the preparation and submission of handover documentation, including O&M manuals and as-built records
- Support project audits and ensure document traceability

## Requirements

- Proven experience as a Document Controller within construction or engineering projects
- Experience working on healthcare, laboratory, or other highly regulated environments is highly desirable
- Strong understanding of document control procedures and lifecycle management
- Proficiency in document management systems (e.g., 4 Projects, Viewpoint, Aceve Dox, or similar)
- Excellent attention to detail and organisational skills
- Ability to manage multiple workflows in a fast-paced project environment
- Strong communication and stakeholder coordination skills
- Proficient in Microsoft Office (Word, Excel, Outlook)

## Desirable

- Familiarity with healthcare construction standards and compliance requirements
- Knowledge of ISO standards (e.g., ISO 9001, ISO 19650 for information management)
- Experience with commissioning and handover documentation for healthcare facilities
- Relevant qualification in administration, construction management, or similar

## What We Offer

- Competitive salary and benefits package
- Opportunity to work on high-specification private healthcare facilities
- Collaborative and professional working environment
- Career development within a specialised construction sector

## Why Welbeck

- **Autonomy & Influence:**-A leadership community that trusts your expertise to drive excellence and growth.
- **Purpose-Driven Culture:** A values-led environment where world-class clinical care and operational performance go hand in hand.

- **Growth & Impact:** Be part of a network defining best practice in day-case healthcare and delivering experiences patients genuinely remember.

## **Infection Prevention and Control**

All Welbeck employees, whether involved directly or indirectly in the provision of healthcare, have a duty to co-operate with and implement business policies and procedures in preventing and controlling infection. This includes co-operation with colleagues and contractors also involved in the provision of healthcare so far as is necessary to enable the Business to meet its obligations under the Health and Social Care Act 2008.

## **Safeguarding**

Welbeck is committed to safeguarding and promoting the welfare of children and young people and adults at risk and expects all staff and volunteers to share this commitment and ensure they work in accordance with the Welbeck Health Partners Safeguarding Child and Adult at Risks Policies and Procedures.

Staff should ensure that they remain up to date with safeguarding training requirements and know how to report safeguarding concerns or allegations against staff and should follow safeguarding policy and procedures and the allegations against staff policy.

## **Confidentiality:**

Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring that it is processed lawfully; for no purpose other than that for which it was obtained; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act (as amended), and records management guidance.

Maintain confidentiality of patient identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on strictly need to know basis in accordance with the responsibilities of the Business's Caldicott Guardian.

## **Health and Safety at Work**

In addition to the Business responsibilities under the Health and Safety legislation, you are reminded of your responsibilities for health and safety at work under the Health and Safety at Work Act 1974 (as amended) and associated legislation. These include the duty to take reasonable care of the health and safety of yourself and others in your work activities and to co-operate with your employer in the discharge of its statutory duties. You must adhere strictly to the Business policies and procedures on health and safety and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Business incident reporting system. You must make use of appropriate training, safety equipment, protective

clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

### **Risk**

Accept personal responsibility for contributing to Welbeck's management of risk, including the reasonable avoidance of any action which would knowingly cause unacceptable risk to self, others, or to the Business.

As far as is reasonably practicable attempt to prevent other people from undertaking tasks or actions which would knowingly cause risks to self, others, or to the Business, in accordance with the business policy and training. Identify and report actual or potential hazards/ risks in the work environment in accordance with business policies and take immediate action to minimise risks where it is reasonably practicable to do so.

Identify and report to the appropriate authority incidents of risk, neglect, abuse or endangerment to vulnerable adults and children. Follow, Welbeck Health Partners policy on use of Personal Protective equipment e.g., Masks, Gloves, Visors etc. Awareness of and compliance with Health and Safety Regulations.

### **Equality and Diversity**

The Business recognises the benefits of a diverse workforce reflective of the communities that we serve and is committed to equal opportunities in employment with a devotion to eliminate all forms of unlawful discrimination. The Business aims to promote equality of opportunity and good relations between staff and patients (including volunteers, contractors and bank staff).

All individuals have a duty to adhere to the Business Diversity and Equality Opportunity policy and an individual responsibility towards the application and understanding of the Equality Act 2010. Inequitable behaviour will not be tolerated, and every person has a responsibility to highlight discriminatory practice.

This role is subject to a Basic Disclosure and Barring Service (DBS) check, in line with safeguarding and regulatory requirements. Employment is conditional upon receipt of a satisfactory DBS clearance.