



BASIC ROLE DETAILS

TITLE: Document Controller / Information Management Analyst **REGION:** Alkmaar

DEPARTMENT: Records & Information

MANAGER: Records & Information Lead

ROLES REPORTING INTO THE ROLE: n.a.

GENERAL

TAQA ranks as one of the largest energy and water companies in the world. Our purpose: “powering a thriving future by efficiently providing sustainable and reliable energy and water to unleash the unlimited potential of people and places”.

With over 30 nationalities across the global organisation, we are committed to promoting a corporate culture where everyone is valued and able to play their part in building our future success.

In the Netherlands, we focus on the on- and offshore production of oil and gas as well as the operation of two underground gas storage facilities. The latter are strategic assets in the provision of reliable gas in the Netherlands. Their importance will only increase in the coming years as the greater dependence on gas imports will mean domestic storage becomes key to maintaining security of supply.

The energy landscape in the Netherlands is changing, and TAQA is supporting the energy transition in two key ways: we are contributing to continuity of gas supply in the short-term as the transition agenda moves forward. We are also participating in large-scale sustainability developments such as hydrogen and green gas expertise center Investa and Porthos, a CO₂ capture and storage project.

You will be given a lot of responsibility when you join the company, which you are expected to take. And you'll get the space you need to do your job. Individual and team contributions really make a difference at TAQA.

Our success as a company depends on the engagement and passion of our people. Although our organization is large and global, locally we work with short reporting lines in an open and informal culture. We strive for diversity when attracting talent to our organisation and give your personal development our full attention.

In all we do, safety is our first priority. The safety and care of our people, as well as our surroundings and the environment.

ROLES AND RESPONSIBILITIES

BASIC PURPOSE OF THE ROLE

This role exists to execute an important role implementing a new technical drawing management system and an information management system for the whole organization. The role holder will coordinate and execute data migration to both systems, ensures relevant technical and end user documentation is available, trains staff using the new systems and finally ensures implementation. The role holder must be able to understand best practices for an effective drawing and document control system (naming conventions, meta data, workflows, etc).

The role holder acts as first point of contact for the respective business on Information Management and advises the business on how to use the full capabilities of Information Management solutions. The role holder actively works with the business to design and deliver fit for purpose Information Management solutions

Other attributes that will help the role holder excel in the team are excellent time management, proactive behavior with an ability to understand the nature of the business and priorities within the team, attention to detail and the ability to work independently across many different tasks using established procedures or to be created procedures.

Being able to work independently and making sure deliverables are delivered according to plan.

KEY RESPONSIBILITIES

- Prepare, check and migrate data and information from old systems to new drawing management and information management system
- Perform quality and compliance checks on data before and after migration
- Understanding of Information Management Policy Development and Implementation, Information Architecture, Data Strategy and Governance, Data Lifecycle and Data Quality Maintenance of a list (register) of applicable documents
- Implementation and user acceptance / training of new drawing management and information management systems
- Support the business in transferring to improved information management
- Shaping, owning and implementation the new information management roadmap
- Execute the hand-on role delivery expert migrating data from different data sources and preparing, checking and migrating data to the new information management systems
- Implementing new and improved information sharing opportunities with third parties designed to improve document control for projects within the new systems
- Implement new and efficient document control for the Records & Information Department ensuring document control activities in the new information management systems are fit for purpose

JOB DIMENSIONS

- Wide exposure to the business while supporting the all the departments within the organisation
- Depending on candidate knowledge, interest and capabilities: Involvement in continuous improvement in records and information management and Management system in the wider TAQA organization

QUALIFICATIONS, EXPERIENCES AND SKILLS

QUALIFICATIONS / TRAINING

Essential

- MBO/HBO education

EXPERIENCE/KNOWLEDGE/SKILLS

Essential

- 3+ year of document control / information management experience within the Oil & Gas Industry
- Experience with activities around preparing / checking and migrating data from one system to a new system.
- Strong stakeholder engagement & communication skills (both oral and in writing).
- Being able to translate business requirement into system configuration
- Understanding system configurations
- Implement new information management systems in an organization
- Fluent English and Dutch speaking and writing
- Excellent organization, administration and computer skills (specifically Office 365 and Sharepoint). Possible experience with formula's in Excel, SharePoint Online, ProjectWise and SQL are a big plus.
- Demonstrates experience with Electronic Document Management Systems and Company Management Systems and processes
- Proven relationship builder with good people skills
- Ability to encourage and enroll the organization to achieve excellence in Records and Ability to work with new systems and or improve legacy systems in a flexible and pragmatic way
- Great attention to detail
- Compliance mindset
- Work consistent

Preferred

- Oil & Gas Industry experience
- Technical documentation and drawings and processes
- Information management

INTERACTIONS

INTERNAL INTERACTIONS

- Close cooperation with all departments within the TAQA organization
- Close cooperation with the TAQA NL Document Control team
- Interaction with all users of the new drawing management and document management systems and supporting IT organization

EXTERNAL INTERACTIONS

- Close cooperation with external parties. For instance, system vendors.

DETAILS

ESTIMATED START DATE: As soon as possible

WORKING HOURS: 32 hours/week

DURATION: 1 year TAQA contract/option to extend