

Moray Offshore Windfarm (West) Limited.
Job Description

INFORMATION MANAGEMENT ASSISTANT

GENERAL DESCRIPTION:

Primarily working on the Moray West project the IMA should support all EDPR activity in the assigned area. The role is likely to grow and evolve with the MORL project lifecycle and with the EDPR BU portfolio. The IMA will be central to all of the company's activities and be the driving force behind how the organization achieves successful knowledge management.

MAIN ACCOUNTABILITIES:

Reporting directly to the Documentation Control Manager, the Information Management Assistant is the focal point for information management and responsible for implementing project and corporate knowledge management strategies.

Ensure that all the arrangements are tested, efficient, effective and sufficiently flexible to adapt to a growing organization; 'Document Control' functions.

Administering the enterprise content management system Document Control System;
Responsible of the development and growth of the Document Control System.

Develop close working with every member of the Moray East team (covering data, information and knowledge), and liaising with other areas within EDPR and other Project sponsors.

PEOPLE: 0 direct report
 0 indirect report

REQUIREMENTS:

REQUIRED ACADEMIC SKILLS: High School A-Level
or Equivalent

REQUIRED PROFESSIONAL EXPERIENCE: Less than 2 years. 1 to 2 years in a similar position.

REQUIRED KNOWLEDGE: Range of IT skills essential; Analytical background; Industrial experience preferred but not essential; Understanding of knowledge/information management issues.

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OTHER:

SKILLS/COMPETENCIES: Results Oriented, Good Interpersonal and Communication Skills.

LANGUAGES: The project has an international team of employees and the working language is English. Candidates need to be fluent in English both spoken and written. Other languages will be highly valued.

OTHER:

Location in Edinburgh. Occasional travel may be required.