**GROSSMITH**

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Email: grossmith.388060@2freemail.com

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| PERSONAL PROFILE |

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| A successful, highly motivated and qualified Document Control Manager with over 41 years extensive experience, which has covered all levels of data and administrative management.Ex-Australian Armed Forces Administration Officer a pro-active hands-on team member and leader with strong people management skills. Fully experienced in all levels of computerised and manual document control, which includes a thorough working knowledge of many Document Control and Management System packages/applications.A skilled communicator, in both written and oral forms with the ability to develop train and lead a support team. Experienced in working on site locations and managing remote operations with minimal supervision from head office.Author of many Document Control/Management Procedures, Guidelines/Work Instructions (with video) and, more recently, a How To book (awaiting publication). |

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| TRAINING |

MCP (Microsoft Certified Professional) – May 2001

TEFL Certificate – Anna’s Language School, Kamala, Phuket, Thailand

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| QUALITIES |

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| Adaptable‘Can-do’ attitude  | CommunicativeInnovative | Pro-activeSense of humour |

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| KEY SKILLS |

The ability to effectively prioritise tasks and manage a full support team

Good team player with excellent organisation and motivation skills

Ability to perform consistently under pressure and in a varied environment

Ability to adapt quickly to ideas, methods and environments

Ability to communicate with people of all levels and backgrounds

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| IT LITERACY |

Above average levels of competence in Information Technology, which includes Microsoft Office (pro-versions), and a thorough knowledge of databases, which includes MS Access in addition to Q&A V3 and 4.

Have used to System Administrator level many Engineering Document Control Database/System applications and collaboration tools. Able to type at 85+ words per minute and not afraid to try new software of any description.

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| **RECENT CAREER HISTORY** |

Oct 18 to International English

Teaching English in a privately owned school and to private students in a residence.

Dec 17 to Oct 18 Document Controller Suez Water, Sydney

MATL fill DC duties on small water projects. ProjectWise, Excel, Teambinder and Drawcon deployed depending on project size.

Jun 17 to Oct 17 Assist. Info. Manager AmW Bristol UK

Assistant Information Manager managing DC/DM using ProjectWise V8i set up to BS1192 standard on a sensitive highways project.

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| Oct 16 to May 17 | **Document Controller** | Network Rail/Digital Railway UK |

Base level document control on Digital Railway projects using eB and/or SharePoint.

June 2013 to **DC SME / Consultant / Trainer** TBYP Ltd (Self) Thailand/Qatar

Provision of training services through various providers including preparation of all materials and curriculum for Engineering Document Controllers – Asia and Africa. Part time only.

Teaching English either in schools or as a home tutor. Also taught Math, Science, History and Geography to year 3 high school level and wrote assignments and essays up to and including university level.

Worked as an English Teacher in Panjin and ZhengZhou, China. Teaching students of all ages. Previously a temporary English teacher in Mae Sai, Thailand for Kindergarten and Primary school children.

Late Jan to end May as DC Manager for AIC Management in HCMC setting up DC System for China Optical Fibre project. Training two JDC’s.

Spent 4 months in Beijing teaching English, Mathematics and Sciences to students at a small after-hours school – ages 7 to 23.

May 2013 to Jun 2013 **Document Control Manager** Crest Personnel/Otto Energy WA

Leave fill for 3 weeks – “coal face” document control using QDMS.

April 2013 to May 2013 **TEFL Teacher** NSES/The Best Centres (Thailand)

Assisted with the English summer camps at the Nakhon Sawan English Program School.

Nov 2012 to Feb 2013 **Document Controller** PowerTech WA

Onsite, FI/FO, casual document controller for Power Station commissioning at Sino Iron Project.

Installed Access based DC tools. Populated DC Database from material found on network shares. Set Document to Document and Document to Tag relationships for all documents found where references existed in/on the document with a view to building an Operations Portal.

Apr 2012 to Oct 2012 **Document Control SME** Oyu Tolgoi LLC Mongolia

Lead and train a team of up to 10 document controllers on various tools and applications and Document Control itself. In use Aveva Net Portal, Documentum (FDMS), QDMS, plus spreadsheet and Access tools used to convert data relating to documents received from the PMC, the database and excel sheets were also modified and copied for use for training team members. Write procedures, guidelines and work instructions using Word, SnagIT and Camtasia. Remote location 600km south of UlaanBaatar living in mining camp 12 hours a day 56 days on 14 off.

Feb 2012 to Mar 2012 **ECM Coordinator – Projects** Apache Energy

Assisted with the roll-out of McLaren and Filenet to the Projects Group, finding, assessing and suggesting solutions to problem areas. Reporting in suitability with Operational and Project requirements and identifying short, medium and long term development required for both applications.

Nov 2011 to Feb 2012 **Document Control Manager** Parsons Brinckerhoff Emerald

Set-up new TeamBinder instance from scratch specifically for managing design and Vendor data and writing processes and procedures to suit. Producing expediting reports which involves extracting reports from TeamBinder to .csv, conversion to excel and manipulating the data using MSAccess. Ongoing provision of IT and DCM skills in scoping configuration and programming alterations to TB and internal processes for the use of the application to best effect. Normal day to day Document Control duties providing ongoing training and support to all TB users.

Jan 2011 to Nov 2011 **Lead Document Controller – Vendors** OriginEnergy/APLNG

Set-up new TeamBinder instance from scratch specifically for managing Vendor data and writing processes and procedures to suit. Producing expediting reports for expediting teams which involves extracting reports from TeamBinder to .csv, conversion to excel and manipulating the data using MSAccess. Ongoing provision of IT and DCM skills in scoping configuration and programming alterations to TB and internal processes for the use of the application to best effect. Normal day to day Document Control duties assisting design team DC’s particularly with training.

Oct 2010 to Jan 2011 **Engineering DM Consultant** Resource Equipment Ltd

Establish document control function, including writing procedures and populating a temporary Database application from scratch. Author an RFP and Specification for the market place to find a suitable Engineering Document Management Application and selection of the right application to meet IT infrastructure, budget and needs.

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| Aug 09 to Oct 2010 | **Lead Document Controller** |  Woodside Energy Ltd |

Manage a team of 4 on the CWHL Redevelopment Project (new FPSO) including reviewing all systems and methods employed, flowcharting and writing procedures and guidelines. The majority of data was provided by one overseas (Monaco) contractor. Preparing data to meet current and often revised Operations hand-over procedures.

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| May 09 to Jul 09 | **TEFL Teacher** |  Teach to Travel Thailand |

Stand-in / Temp English Conversation Teacher for Teach to Travel Thailand. First assignment Uttaradit General School, second assignment Satri Nakhon Sawan High School. Approximately 2 weeks at the Agency head office in Lopburi doing marketing etc. Still do some work for them part time.

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| Apr 09 to May 09 | **TEFL Teacher** |  Web Int’l – Qingdao, China |

Teaching Business English and Life Skills to mature age Chinese students in a private facility.

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| Mar 09 | **Student** |  Anna's Language School |

Studying for TEFL certificate.

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| Sep 08 to Feb 09 | **Project Document Controller** |  HWE Mining |

Onsite document controller for Mesa A Greenfields Iron Ore Plant Construction. Web based InCite (AEC) application used to manage design and vendor data including expediting overdue material.

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| Feb 08 to Aug 08 | **Project Document Controller** |  HCJV |

Onsite document controller for Pluto LNG Jetty Construction managing design and vendor data. Access based Document Control applications.

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| Sep 07 to Feb 08 | **Lead Document Controller** | Laing O’Rourke |

Onsite document controller for Advanced Water Treatment Plant construction. Use of TeamBinder package to manage alliance partner design data and Vendor data including expediting all overdue data.

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| Aug 07 to Sep 07 | **Lead Document Controller** | Various |

One week at WorleyParsons Infrastructure. Approx 1 month looking for employment.

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| May 07 to Aug 07 | **Lead Document Controller** | CZFP Saudi Arabia |

Lead and train a team of four. Used QDMS, researched correspondence management solutions.

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| Oct 06 to May 07 | **Lead Document Controller** | Sedgman Limited |

Lead a team of 4 on small to, for the industry, large EPCM coal projects managing data from design team, contractors/JV partners and vendors including expediting overdue data from vendors and review teams. Investigate processes and procedures and research best possible EEDMS solution for next 5 to 10 years.

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| May 06 to Sep 06 | **Document/Materials Controller** | Qatar Petroleum |

Document control on winding down and FEED pipeline projects – minimal work. Assisted with the running of an EEDMS committee reviewing Document Management options for the future including initial vendor, EEDMS software, evaluations.

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| Dec 05 to May 06 | **INFORMATION CONTROL ANALYST** | Woodside Energy Ltd |

Analyzing all Information Control processes, procedures, software and hardware. Very large oil and gas company with diverse assets in a range of locations.

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| July 05 to Dec 05 | **PROJECT DOCUMENT CONTROL MANAGER** | Lurgi Germany/APSA KSA |

All normal Engineering document control functions, including managing Vendor Data and expediting overdue material from Vendors and reviewers and correspondence management using the ProCAD tool Pro.File.

Staff under direct control or training – none.

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| June 05 | **LEAD DOCUMENT CONTROLLER**  | Parsons Brinckerhoff |

Assisted with the roll-out of ProjectWise. Filled in for Document Control Manager during sick leave.

Staff under direct control or training – none.

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| Nov 04 to June 05 | **LEAD DOCUMENT CONTROLLER (Sites/Design)** | Alcan Engineering G3 |

All normal document control functions including Vendor Data using Vantage (Aveva) VPRM, QDMS, ProjectWise and VNet, developed processes and procedures for Design and Site document control functions.

Included on VNet roll-out group.

Researched document control database options available such as DrawCon and Assai as possible replacements for QDMS.

Staff under direct control or training – nine junior document controllers, two intermediate document controllers and a file clerk. Plus temps up to 3 at a time.

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| May 04 to Nov 04 | **LEAD DOCUMENT CONTROLLER** | Aker Kvaerner – Lake Cowal Gold Project - Australia |

All document control functions including Vendor Data (including expediting overdue Vendor Data from both Vendors and Reviewers) using Vantage (Aveva) VPRM and Documentum.

Staff under direct control or training – one on site.

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| Sep 03 to Apr 04 | **SENIOR DOCUMENT CONTROLLER** | Shell Todd Oil Services – Pohokura Project - NZ |

Develop processes and procedures for the Execution phase of the project using existing and other Shell standard software packages including LiveLink and TWP’s InControl.

Staff under direct control or training – one.

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| Oct 02 to Aug 03 | **DOCUMENT CONTROLLER** | Spie Capag Lucas Joint Venture Au |

As the only Document Controller responsible for managing all aspects of Document Control (including managing and expediting the deliverables from the design contractors and vendors) for the Sea-gas Pipeline Project from Port Campbell, Victoria to Torrens Island, South Australia using QDMS, BuildOnline Document Control Software and MSAccess.

Staff under direct control or training – three juniors.

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| Jan 01 to Oct 02 | **DOCUMENT CONTROLLER/QA** | Railtrack/Abbywood Int’l UK |

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| Nov 01 to Oct 02 | **Document Controller/QA** | Kings Cross, London |

Successful introduced Document Management and QA systems to the project, which was previously missing for up to two years.

This included the selection and installation of Document Management software, writing a complete set of policies and procedures, monitoring the systems, implementing a new correspondence management system and revising/implementing a QA system.

Staff under direct control or training – none.

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| Jun 01 to Nov 01 | **Data Manager** | Waterloo, London |

Successfully managed the flow of data to and from Trackwalk, Omnicom and Fli-Map Field Asset Verification Teams, through to internal desk-topping, testing resulting in the eventual handover to the Railtrack Southern Zone client.

Staff under direct control or training – 8 data analysts. 5 data collectors in the field.

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| May 2001 | **Business Analyst** | York, UK |

Short-term contract responsible for interviewing Asset Stewards, which resulted in establishing detailed data regarding the storage condition of information in respect of Railtrack assets.

Staff under direct control or training – none.

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| Jan 01 to Apr 01 | **Data Quality Officer** | Glasgow, UK |

Responsible for providing data processing support and data quality auditing, resulting in the update of the entire asset register for Railtracks Scotland Zone. All data received from both internal and external sources were tested for accuracy and then converted to correct format prior to uploading onto the Asset Register program.

Staff under direct control or training – none.

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| Jan 00 to Sep 00 | **SENIOR DOCUMENT CONTROLLER** | Anaconda Operations WA |

Responsible for successfully managing a library facility project in Murrin Murrin, a remote site in the Australian outback, which had been largely ignored and operating without a cohesive system since inception.

Successfully “turned the library around”, which included indexing and cross-referencing all materials, including writing and implementing Operating Procedures.

Staff under direct control or training – two.

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| May 99 to Jan 00 | **ADMINISTRATIVE CONSULTANT** | Self Employed WA |

Successfully completed the following consultative projects:

1. Completed a Reprographic survey for the Curriculum Council of WA.
2. Administrative Consultant to Ford and Doonan Air-conditioning on procedures, which included updating the Access based software and Excel programs.
3. Completed a five-week contract for Transfield at BHP HBI to update the Maintenance Work packs, assisting with payroll and Access programming for their safety department.

Staff under direct control or training – none.

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| Jul 96 to May 99 | **LEAD DOCUMENT CONTROLLER** | Fluor Daniel Pty Ltd WA |

**Responsibilities**

Successfully Co-ordinated the entire Document Controlfunction for the Perth Office and Technical Information Centre. This included staffing levels and training.

Duties included hands-on lead role whilst also responsible as a project based document controller on three separate projects at the same time.

Project responsibilities included: Setting up deliverables (drawings, specifications, reports, manuals, etc), data bases with budget hours and progress measurement systems from scratch, logging, recording, copying and distribution of all deliverables including vendor deliverables (including expediting overdue data from both the vendors and review teams), progress reporting each fortnight or as required against deliverables (including Vendors) and project close-out/archiving.

Further important responsibilities included liaison with the client to ensure timely delivery of all materials requiring hand-over and hand-over format, which was completed on or ahead of time. Other duties also included liaison with external businesses for reprographic services.

**Achievements**

Introduced new software to the Company, methods and procedures relating to Document Control that resulted in streamlining the process.

Achieved goal of bringing about heightened recognition of the benefits of document control.

Successfully ran document control function for Yandi Project that included deliverable scheduling, using Document Control Software and Primavera. The task completed under budget and ahead of time.

Regularly audited to ISO 9000+ standard either from within the company or by Lloyd’s and/or Standards Australia and/or client appointed auditors. Never failed an audit.

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| **EARLY CAREER HISTORY** |
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| Dec 95 to May 96 | **Lead Document Controller** | Western Mining WA |
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| Jan 94 to Dec 95 | **Lead Document Controller** | Signet Engineering WA |
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| Apr to Dec 93 | **Document Controller** | United Construction Engineers WA |
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| Apr to Jul 92 | **Quality Assurance Delegate** | Suncity Engineering WA |
| Sep 91 to Mar 92 | **Contract Administrator** | Drillforce ManagementWestern Australia |
| Jul 90 to Aug 91 | **Assistant Accountant/Bookkeeper** | Various Agency hired contracts |
| Mar 89 to Jun 90 | **Asst. Administration Manager** | Codelfa Coya Roche Joint Venture, Australia  |
| Nov 88 to Mar 89 | **Various Admin positions** | Contract work |
| Jun 87 to Jun 88 | **Office Manager** | Ass. Resources Mgt.Kalgoorlie, Australia |
| Jul 85 to Jun 87 | **Sr. Admin Officer** | Local GovernmentWestern Australia |
| Aug 84 to Jul 85 | **Customer Services Officer** | AGC Credit LineAustralia |
| Aug 78 to Aug 84 | **Administration Clerk** | RAAF |
| Jan 78 to Aug 78 | **Laboratory Assistant** | Aust Iron and Steel |
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| **PERSONAL DETAILS** |

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| **Date of birth** 25 Apr 1960 | **Nationality**British CitizenAustralian Citizen | **Driving licences**Australian International |  |