

Focus on longer term strategies rather than on day-to-day activities
Prioritise and coordinate work across the team, according to their strengths and weaknesses
Manage the team • Identify the skills, experience and number of people required • Assign roles & responsibilities across the team so everyone knows what they need to perform • People & resource management (organization, vacation, sickness, overtime etc.) Make new team members feel welcome • Training and coaching (including induction/HSE/site awareness, appraisals and development) • Team communication • Review and manage progress of work • Taking responsibility for team outputs & performance Communicate performance (good & bad) • Resolving personality disputes within the team Problem solving
Attend meetings • Project Kick-off • Project progress meetings
Train DC staff and others (Engineering, Client, Suppliers)
Communication focal point – • Ensure client and rest of project are aware of team, points of contact and responsibilities • Liaise with project, client, suppliers, other internal managers
Communicating change in procedure and/or DM system changes
Prepare and update procedures

General administration • Office space • Provision of computers • Security approvals for setup of network access, DM systems access etc.
Manage performance via KPIs and resource management (leave, absence etc.)
System setup – request via IT/IM and liaise re setup and configuration
Populate doc base with doc production schedule using information from engineering and/or planning/project controls
Identify access requirements for project personnel using information from Project Manager or Project Engineering Manager
Setup and manage user access (company dependent) or raise request with IT/IM
Identify workload based on milestone dates and plan resources accordingly (including contingency planning)
Client coordination and approvals for DM overtime or additional staff costs
Managing and tracking of DM/DC man hours, including overtime requests which might impact on budget
Input to lessons learned process
Reporting-using standard reports and customisation of generic report formats
Managing DM budget and cost control
Quality monitoring
Manage compliance with project/client/corporate procedures
Managing document control activities in other locations and 3rd countries
Managing interface with audit processes (internal & external)