

## Document Controller Apprentice

Join our team and work on North London's largest waste-to-energy scheme. You will enjoy exciting career prospects with one of the leading global companies in renewable energy and sustainable infrastructures. As a London Living Wage Employer, we offer a competitive salary and benefits package and continued learning and development opportunities within a creative and considerate work environment.

ACCIONA is looking to appoint a Document Controller Apprentice based in our London region, to work on our North London Heat and Power Project in Edmonton.

We are committed to securing local employment and welcome applications from residents from Enfield, Haringey, and Waltham Forest. We welcome Apprenticeship applications from both young people and older people looking to make a change in their careers.

<b>Your role</b>	<ul style="list-style-type: none"> <li>• Manages and files all project information within our document management systems</li> <li>• Issues required documentation to the Client and other relevant stakeholders</li> <li>• Prepare and update the Communication Log</li> <li>• Prepare and update the Correspondence Register</li> <li>• Ensures all project information is accurate and up-to-date</li> <li>• Guarantees that the required quality management standards are met within the document control discipline and that the Project requirements are respected</li> <li>• Provides support and training for Asite users.</li> </ul> <p style="text-align: center;">This list is not exhaustive</p>
<b>Your training</b>	<ul style="list-style-type: none"> <li>• You will receive a Level 3 Business Administration Apprenticeship.</li> <li>• You will study part-time at Lambeth College, Clapham Centre.</li> <li>• You will develop up-to-date IT Skills.</li> <li>• You will learn how to record and produce documentation.</li> </ul>
<b>Whom we are looking for</b>	<ul style="list-style-type: none"> <li>• Experienced in using Microsoft Office</li> <li>• Previous experience using Asite or a similar document management platform</li> <li>• Relevant experience as an Administrator or Site Secretary preferably within the construction</li> <li>• An understanding of Document Control</li> <li>• Strong organisational and communication skills</li> <li>• Attention to detail</li> <li>• Excellent people skills with the ability to establish good professional relationships</li> <li>• Ability to work within a team</li> <li>• Ability to demonstrate respect for difference and diversity</li> </ul>

<b>What's in it for you</b>	<ul style="list-style-type: none"> <li>• In addition to a competitive salary and benefits package, we provide continued learning and development opportunities within a creative and considerate work environment</li> <li>• The NLHPP ERF Project is a significant investment for North London and an exciting project to launch your career</li> <li>• ACCIONA is an international company with a significant global presence and a growing profile within the UK. Employees have the opportunity to work across the globe on our projects</li> <li>• People are at the heart of what we do at ACCIONA. We recognise that creating a diverse and inclusive environment that nurtures our employees and encourages them to reach their potential is critical to our success. We want the very best talent to join us regardless of race, colour, religion, national or ethnic origin, sexual orientation, gender identity or expression, age, disability, or other characteristics</li> </ul>
<b>What is expected from you?</b>	<p>Understand and follow the Company Code of Conduct at all times and behave with professionalism and respect in an ethical manner.</p> <p>Particular focus is brought to the Health and Safety requirements:</p> <ul style="list-style-type: none"> <li>• Take care of the health and safety of themselves and others</li> <li>• Be an ambassador of safe working at all times</li> <li>• Feel confident to make healthy challenges, intervene, stop operations, and to report anything that they believe is unsafe</li> <li>• Safety First attitude at all times</li> </ul>
<b>Acciona's Core Behaviours / Values</b>	<p>We have Core Behaviours and expectations of all our People and these sit at the very centre of Who we are, what we stand for, how we work as a great team, and how we deliver excellent results. Our Core Behaviours are Openness, Self-Awareness and Awareness of Others, Inclusion, Forward Looking, Constructive Conflict, Alignment, Accountability, and Value Focus.</p> <p><b>Openness:</b> Parties must be honest in their dealings with each other, open to feedback, and must commit to creating a culture of openness that encourages everyone to proactively share information and to raise and discuss issues directly as opposed to ignoring or denying them.</p> <p><b>Self-Awareness and Awareness of Others:</b> Achieve Results - The ability to focus the activity towards the achievement that brings value to ACCIONA. Organization and Planning - The ability to identify, evaluate and program what actions must be completed to reach a certain goal, how to carry out those actions, and what are necessary resources to achieve the final objective.</p> <p><b>Constructive Conflict:</b> Partners use problem-solving methods that promote a collaborative atmosphere and avoid fostering covert, overt, conscious, or unconscious animosity, conflict, or competitiveness.</p>

	<p>All partners raise and discuss issues directly as opposed to ignoring or denying them; and respond to differences in perspective positively. Leaders actively harness the opportunities that differences present, for the improvement of the project and strengthening of long-term relationships.</p> <p><b>Inclusion:</b> Creating a positive work environment for all, through respect and dialogue. Partners actively create a positive work environment where everyone is supported and encouraged to bring their 'whole self' to work. All partners show their commitment to inclusion through open dialogue about advantage and systemic bias, challenging assumptions, and showing curiosity, respect, and tolerance towards others. Leaders request and celebrate diverse thinking and use their influence to highlight the voices.</p> <p><b>Forward-Looking:</b> Partners behave plan-fully, taking the schedules and priorities of one another into consideration. Partners take a forward-looking approach that does not dwell on past issues or conflicts, other than to ensure that past lessons are learnt to maximise the effective delivery of services across the NLHPP. Leaders undertake both tactical management and long-term strategic planning, to drive the programme forwards collectively.</p> <p><b>Alignment:</b> Partners enter a collaborative partnership with a 'one-team' approach and show commitment to the Programme's Vision and outcomes. All partners actively seek and shape shared goals that align with the Vision and outcomes, and these goals are mutually beneficial. Team members understand how their own contribution relates to the Vision and outcomes. Leaders model alignment by actively relating tactical decisions to overall vision and outcomes.</p> <p><b>Accountability:</b> Whilst collaboration aims to create shared goals, partners are also accountable for their own individual contributions to these goals. Partners take accountability for their choices, actions, or inactions, including intended and unforeseen consequences of those. All partners admit to and work to resolve any mistakes, and priorities achieving solutions to problems or issues over seeking to blame any other Party. Leaders continuously and proactively clarify roles, responsibilities, and expectations, especially at project and function interfaces.</p> <p><b>Value Focus:</b> Partners acknowledge that innovation and quality depend upon effective collaboration, and approach project work accordingly. All partners proactively draw on the diverse knowledge, experiences, and perspectives of one another, and are open to learning from others to deliver better quality, innovation, and value to the project. Leaders</p>
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	<p>recognise the value of communication and collaboration to the outcome and enable this through resources, flexibility, and empowerment of others.</p>
<b>How to apply</b>	<p>We welcome a diverse workforce and endeavour to represent our communities to the best of our ability. We particularly welcome applications from all under-represented groups.</p> <p>If you are interested, or you know someone that might be interested, please email your Curriculum Vitae (CV) to:</p> <p style="text-align: center;"><a href="mailto:ukjobs@accionia.com">ukjobs@accionia.com</a></p> <p><b><u>Closing date: 18th November 2022</u></b></p> <p>Should you require any adjustments to attend an interview in person or online please let us know.</p> <p>Thank you for your interest in working with Acciona!</p>