Senior Document Controller

Location: Onshore Aberdeen, opportunity for hybrid working
Salary: Competitive
Role Type: Contract PAYE
Contract Duration: 12 months
Date Posted: Monday 16 November
Closing Date: Friday 27 November

**The Role**

At Serica Energy, effective information management is critical to the safe and efficient operation of our assets. As a Senior Document Controller, you will play a key role in ensuring that technical documentation is managed with accuracy, integrity and consistency across our operated assets, supporting operational excellence and regulatory compliance. Based in Aberdeen, this position offers the opportunity to influence how information is controlled, shared and maintained throughout the asset lifecycle.

Working closely with operational, maintenance and project teams, you will be the trusted focal point for document control activities, helping stakeholders access the right information at the right time. Your ability to promote clear Communication and build strong relationships with internal teams, contractors and suppliers will be essential to success.

You will take ownership of documentation governance within our Electronic Document Management System (EDMS), ensuring records remain accurate, auditable and aligned with company processes. Through your attention to detail and commitment to high standards, you will help safeguard the quality and accessibility of critical asset information.

As an experienced professional, you will act as a technical authority and EDMS Super User, providing guidance, training and support to colleagues and external partners. We value Learning, and this role offers the opportunity to share expertise while helping develop capability across the wider organisation. You will be encouraged to take ownership of your work, driving improvements to document control processes and supporting continuous enhancement of information management practices. This reflects our commitment to Empowerment & Accountability, where individuals are trusted to make a meaningful impact while maintaining the highest standards of safety, compliance and integrity.

Above all, you will demonstrate Respect for colleagues, stakeholders and the importance of accurate information, helping ensure that Serica's critical documentation supports safe operations and informed decision-making across the business

**What we are looking for in potential candidates:**

We are seeking an experienced document management professional who combines technical expertise with a collaborative and proactive approach.

**Leadership & Responsibilities**

- Provide senior document control support across operational and maintenance activities.
- Act as the focal point for document management processes, supporting internal and external stakeholders.
- Champion compliance, information integrity and governance within the EDMS environment.

- Drive continuous improvement initiatives and support the development of document control procedures and work instructions.
- Deliver training, onboarding and mentoring to team members and system users.
- Build effective relationships with contractors, suppliers and cross-functional teams to ensure consistent standards are applied.

**Experience & Qualifications**

- Significant experience in a Senior Document Controller role, ideally within oil and gas, EPC or another high-hazard industry.
- Strong knowledge of EDMS platforms, including experience as a Super User or system champion.
- Experience managing engineering, supplier and safety-critical documentation.
- Understanding of engineering workflows, information management principles and change management environments.
- Excellent organisational, communication and stakeholder engagement skills.
- Relevant Information or Document Management qualification desirable, with willingness to undertake occasional offshore travel.

**Our Culture**

Serica offers the opportunity to be part of a busy, vibrant working environment with a strong culture rooted in mutual respect and trust.

We are passionate about building an inclusive culture that attracts and encourages diversity. We want our employees to feel that they can bring their true self to work, as we recognise the potential that this unlocks and the value that it brings.

We have created an environment that puts people at the heart of everything we do, based on a shared set of values. This means not just doing the essentials of looking after everyone's health, safety and wellbeing but their development, their sense of belonging and their success. Only by making our values a real part of everyday life at Serica can we achieve our goals and grow as individuals and together.

In real terms this means being truly supportive of the things that matter to our people.

**Next Steps**

If, having read the information above, you would be interested in a conversation to take things forward, please use the **Apply Here** button to submit your application.

Please note that applications for this role will be managed by our recruitment partner, the Orion Group. By submitting your application, you acknowledge that your personal data will be shared with and processed by Orion for the purposes of recruitment. For queries or to exercise your data protection rights, you can contact Orion at marketing@orioneng.com. Further information on how your data is used can be found in their Privacy Policy.