

Name: **Program Document Controls Manager**

Position: Full time ARCHES employee

Location: Program is California state-wide with headquarters in Irvine, California

Hybrid

A significant portion of the role may be accomplished remotely/virtually

Organization:

The Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES) has been formed to actualize California's vision to produce and deploy renewable, clean hydrogen at scale across multiple sectors. This actualization will realize a self-sustainable marketplace and ecosystem while reducing local air pollution in the most challenging heavy-duty sectors in the most disadvantaged communities and providing strong community benefits for all.

ARCHES H2 LLC is a public-private nonprofit corporation founded by the CA Governor's Office of Business and Economic Development, the University of California system, The State Building and Construction Trades Council of California, and the Renewables 100 Policy Institute, working in partnership with utilities and private large and small businesses.

The U.S. Department of Energy (DOE) is providing the initial funding to the ARCHES organization (up to \$1.2 billion over the multiple year life of the award). A significant local match in funding is required, yet the DOE leadership requires that a very prescribed set of requirements be met. These prescribed requirements range from how the program is organized, how projects within the program are implemented, and how information and progress is reported.

ARCHES is the owner of the initiative and the program, yet it is not the primary force in delivering the projects that are part of the program. ARCHES project partners are the primary means to deliver specific elements of the hydrogen marketplace and ecosystem – from production to distribution to use. ARCHES project partners include leaders in energy research, communities, trades, utilities, for-profit companies, and nongovernmental organizations.

Program Document Controls Manager Role Description:

The primary focus for the role holder will be leading and overseeing the development and implementation of a document controls strategy and plan (people, process, and tools) to manage all documents forms of information generated by the program and projects. The Document Controls Manager is responsible for implementing and managing the program management office (PMO) and project partners to satisfy the ARCHES expectations and meet DOE compliance requirements by instituting uniform data and document management methodologies. This role also involves working with functional tasks leads and program leadership in providing efficient and effective maintenance of program and project related

documentation in all forms. This role will interface on a regular basis with the PMO leadership, ARCHES leadership, and project partners.

This role will span the full life cycle of the program and will include working in a lead role with the client to provide guidance throughout the various program phases from initiation through execution.

The role requires knowledge and experience of information and document management systems and their application in a program construct.

Reporting Structure:

Document Controls Manager will report to the PMO Director.

Document Controls Manager Specific Responsibilities:

- Develop and implement information and document management policies, standards, and procedures to ensure efficient and effective use of information systems
- Receive, distribute, index, store, and archive documents and deliverables as per established project protocols and procedures
- Ensure the proper functioning and integration of project management software and other tools to support the PMO and track program and project progress
- Establish and maintain effective communication and collaboration with the ARCHES leadership, PMO leadership, and project liaisons to meet their information needs and expectations
- Investigate and resolve information system issues and escalate issues to the appropriate parties
- Manage data and information security, including access management, backups, disaster recovery, and compliance with applicable regulations and standards
- Develop and deliver training and support programs to ensure both program staff and project partners understand and use the information systems
- Coordinate and manage the transfer of project partner documentation at agreed intervals
- Perform auditing of the appropriate application of information and document submission, filing, storage, transmission, and access in accordance with agreed upon procedures
- Establish information and document management naming conventions and templates to assure consistency
- Establish and monitor document revision policies and mechanics
- Maintain accurate and up-to-date project document and record logs, including transmittals, receipt confirmations, and distribution
- Establish and manage the single virtual/electronic storage location for program documentation in accordance with ARCHES needs and DOE compliance requirements
- Assist in the preparation of reports and presentations and other documentation as required
- Establish monitor and report upon document and information management performance

- Maintain a stable of document processing support resources such as technical writers, editors, graphic artists and information management specialists
- Promote a culture of continuous learning and improvement within the team
- Adhere to and demonstrate the cultural and behavioral norms and expectations of the program values

Experience/Education Requirements:

- Minimum of a bachelor's degree with strong emphasis on communication and/or information management
- 5+ years of program/project delivery
- Strong working knowledge of and commitment to program management methodologies, including controls and budget management
- Experience with the management of information and documentation within electronic/virtual environments such as SharePoint
- A track record of implementing documents control and document governance on programs or projects
- Ability to initiate, support, and maintain strong personal and professional relationships with partners and stakeholders
- Ability to problem solve and escalate issues to leadership effectively and in a timely manner
- Work in a methodical way and relish the opportunity to add structure and order in the face of managing multiple and competing priorities
- Collaborate and able to build relationships easily and enjoy working as a team player
- Diligent with solid attention to detail to ensure the accuracy and quality of work
- Flexible, agile, and adaptable to changing priorities in a highly fast-paced and deadline-driven environment
- Exceptional oral and written communication experience in connecting with both program functional leadership and financial managers
- Problem-solver and decision-maker able to identify hurdles, work collaboratively within the PMO, and make decisions on how to reach solvency
- Significant demonstrated experience managing a DOE or other federally funded major program

Authorities:

- Reports to the PMO Director
- Validates adherence to information management and document controls protocols

Unique Application:

The uniqueness of this program opportunity is difficult to overstate. The effort is a combination of developing a client organization at the same time as establishing programmatic functionality for the program owned by the client. Secondly, the projects within the program are being delivered by wholly separate project partners that require the structure and continuity and funding associated with the program but will have their own methods of delivery. Finally, the

premise of the program is to establish an entirely new marketplace with an associated supply chain in hydrogen. The combination of all these unique factors raises the importance of the Document Controls Manage role to critical.