

Document Control Lead

A mission that matters

To achieve its climate goals, the Netherlands is committed to achieving carbon-free electricity. Nuclear Energy Organisation Netherlands (NEO NL) contributes to this by building and operating two new nuclear power plants, on behalf of the government. It is one of the most ambitious energy projects the Netherlands has ever seen. At NEO NL, your work will directly contribute to this national ambition and make an impact that lasts for decades. To make this assignment a success, we need extraordinary people. People like you.

For the start-up phase of NEO NL, we are looking for a Document Control Lead.

Your assignment

As the Document Control Lead, you will build the document management and document control capability for a major nuclear new build program in the Netherlands. You will form the backbone of our information management and ensure a solid foundation for our project controls.

In this role, your responsibilities include:

- Developing a graded approach to Document Control through policies, procedures and processes.
- Support the selection and lead the implementation of a Document Management & Control Solution (DMCS) as part of an integrated PMO IT landscape, acting as system owner for the DMCS.
- Drive roll-out of rigorous document management and information management throughout the organisation.
- Team Leadership: build a team of document controllers, ensuring consistent application of procedures across different project disciplines.
- Support rigorous quality and compliance management review and approval procedures through the DMCS.
- Support non-compliance tracking and reporting, ensuring all documentation is compliant with quality standards.
- Audit & Handover: Lead internal and external document audits.

Your background and experience

- 10+ years experience in document control of which at least 3 in a supervisory role.
- Proven experience in capital projects.
- Bachelor's degree in Information Management, Engineering, Business Administration or equivalent.
- Experience in setting up or transforming document management functions (not just operating them).
- Proven experience designing and implementing quality review processes within document management, including defining review criteria, escalation paths and quality KPIs.
- Expertise with leading EDMS platforms and experience with developing an integrated PMO IT landscape.
- Deep understanding of industry standards such as ISO9001, ISO19443 and IAEA GS-R-3.
- Pragmatic self-starter: NEO NL is a rapidly growing organisation that is still developing.
- Can-do attitude: turn 'no' into 'how', focus on outcomes.

We also value if you have:

- Experience in change management, project management or IT.
- Familiarity with Dutch regulatory frameworks.
- Dutch language skills.

Competencies

- Systems thinking and integration mindset.
- High integrity and strong safety leadership.
- Structured, pragmatic, and implementation-focused.
- Ability to operate in complex, matrixed organizations.

- Authority combined with collaboration.
- Quality-driven mindset with attention to process rigour and continuous improvement.

What we offer

- **A strong and committed team** – Become part of a diverse and ambitious team of 100 professionals who share a common goal and mission.
- **A culture of trust and ownership** – We believe in responsibility, collaboration, open communication, and a safe working environment.
- **Dynamic environment** – Experience the energy of building a new organisation step by step, and two nuclear power plants that will help the Netherlands for many decades from now.

About the organisation

NEO NL is a state-owned company. Our mission is clear: deliver long-lasting nuclear energy solutions that support the Dutch ambition of climate neutrality. With unmatched standards of quality and safety, and driven by deep expertise and responsibility, we are creating a resilient energy system while advancing nuclear knowledge for generations to come. At NEO NL, you won't just have a job, you will have a once in a lifetime opportunity to ensure the Netherlands becomes less dependent of fossils fuel, and to have clean and reliable energy for generations to come. You will be part of an ambitious, supportive, and international team, working at the forefront of policy, technology, and society.

This is your chance to make history. Join us and be part of something that lasts.

Want to know more? Please contact our Talent Acquisition Manager, Jacob Faber, at j.faber@minezk.nl. You can apply for this position until April 30th. For more information, visit: www.neonl.com

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