

THE COMMISSIONERS OF NORTHERN LIGHTHOUSES

require a

Human Resources Adviser **Fixed Term -12 months**

The Northern Lighthouse Board – www.nlb.org.uk is the General Lighthouse Authority for Scotland and the Isle of Man, established by statute to provide, maintain and inspect marine Aids to Navigation throughout its waters.

Based at the Board's Headquarters in central Edinburgh (although with some travel throughout Scotland), the Human Resources Adviser will be part of a small, professional team.

This generalist role will provide confidential advice, guidance and support service to both managers and staff on all aspects of HR, however, there is a requirement to specialise in the areas of sick absence, employee wellbeing, recruitment and selection and disciplinary and grievance cases.

You should have at least 3 years generalist experience and be a graduate member of CIPD (part - qualified also considered) *or* possess a degree in HR. It would be advantageous if the candidate has experience of working alongside trade unions and delivering training/awareness sessions to Line Managers.

Salary range is £26,484 to £35,316 per annum please note that it is normal procedure for the Board to recruit on the first point of the salary scale. Benefits package includes flexible working and generous leave arrangements. There is also the opportunity to add real value to a professional organisation dedicated to the safety of those at sea and to the protection of our maritime environment.

For further details and an application pack (**closing date Wednesday 25th January 2012**) Please e-mail jobs@nlb.org.uk or write to: - HR Adviser, Northern Lighthouse Board, 84 George Street, EDINBURGH, EH2 3DA

Human Resources Adviser

Fixed Term for 12 months

GENERAL INFORMATION FOR APPLICANTS

Dear applicant

Please find enclosed Application Form for Employment with the Northern Lighthouse Board.

The application form has been designed to gain the information we require in the most practicable format and to put all candidates on an equal footing.

The application form plays a key part in our selection process. We use this information to decide how you meet the job requirements and whether you will be invited for interview. We will not make assumptions about your achievements and abilities; you must, therefore, state clearly on the form how you meet the requirements set out in the Role Profile.

Please note the following:

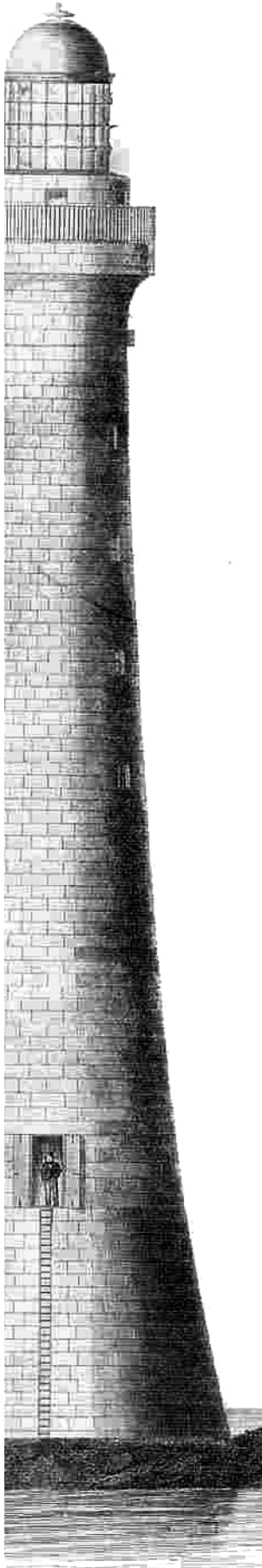
- If you require for the enclosed form to be resent to you in a different format so that you can fill it in more easily, please contact myself at the above address. Examples are a format in Braille, large print or submission via tape recording.
- If you are using our standard application form please use either black ink or type so that the form can be clearly photocopied for short listing/the interview panel.
- You should complete all sections of the application form and equal opportunities form.
- You may submit a CV in addition to your completed application form if you feel that this contains additional relevant information.
- If you continue your application on further sheets of paper please make sure you indicate this clearly on the form and please label each additional sheet clearly with your name, the index number and title of the post.
- Applications must be returned no later than the closing date stated on the advert.
- If you have received this application pack by standard mail and would like your application acknowledged, please complete the enclosed post card with your details and we will return it to you upon receipt of your completed form.

Please be aware that the position may have been advertised over several weeks, and in several locations nationally and occasionally internationally. Our goal is to make a sound decision as soon as we are able. We will be in touch again if there are going to be any significant delays.

Finally, thank you in advance for the time spent preparing your application. We look forward to receiving it in due course.

Yours sincerely

Lynn Armstrong
HR Manager



INTRODUCTION

Based in central Edinburgh, the Northern Lighthouse Board is the General Lighthouse Authority for Scotland and the Isle of Man, established by Statute to provide, maintain and inspect marine Aids to Navigation throughout its waters. The Board is at the forefront of technical development in the deployment of renewable energy and in remote monitoring and control, and is acknowledged as a world leader in its field.

The Board is adapting constantly, pursuing technical excellence, and providing an improving service to the shipping industry at reducing cost.

The Board employs over 200 full and part-time staff from a headquarters building in central Edinburgh, with an operating base in Oban and 2 ships.

The Northern Lighthouse Board is an equal opportunities employer and positively encourages applications from suitably qualified and eligible people regardless of age, sex, sexual orientation, race, religion and disability.

GENERAL INFORMATION FOR APPLICANTS

A successful candidate may only be appointed after satisfactory references have been received from 2 referees to whom the candidate is well known and the satisfactory completion of enquiries into his/her health and character. A medical examination by the Board's Medical Advisor may be required.

NLB LIGHTHOUSE TENDERS

The NLB Tender Fleet consists of two ships based in Oban. **NLV POLE STAR**, gross tonnage 1174, is powered by three 920 kW 8 cylinder Cummins diesel engines and has a complement of 15. In March 2007 the NLB took delivery of a brand new technologically advanced Multi-Function Tender (MFT), **NLV PHAROS**. **NLV PHAROS**, gross tonnage 3672, is 84.m long, 16.5m wide and has a design draft of 4.25m. She has a complement of 18. More details on the ships can be found at www.nlb.org.uk

The Tenders are specifically designed and equipped for maintaining lighthouses, buoys and beacons, and are also used for transporting personnel, stores, equipment and materials. This work is often carried out in areas of water avoided by other seafarers so marine staff require excellent boat handling skills. A contract helicopter provides an alternative means of transport.

MAIN CONDITIONS OF EMPLOYMENT

PLACE OF WORK	<p>Based in our Headquarters at 84 George Street, Edinburgh.</p> <p>There are no garaging or car parking facilities available in George Street and no staff canteen.</p> <p>If you currently reside out with Edinburgh and it is necessary, or you choose, to move home in order to take up the offer of an appointment, such a move would be entirely your own responsibility and at your own expense. No financial assistance can be made by the Northern Lighthouse Board with relocation expenses.</p>
STATUS	<p>The post is full-time.</p> <p>This post is fixed term for 12 months.</p>
SALARY	<p>NLB Staff are paid monthly in arrears, by credit transfer, normally on the 26th day of each calendar month. The current pay for a band E is £26,484 per year rising to £35,316 per year (please refer to paragraph 38-42 of the NLB Shore Based Pay Agreement for details on progression), depending upon performance.</p>
LEAVE	<p>Leave year runs from 1 April to 31 March. Paid annual leave allowance is 25 days on commencement (pro-rata) rising to 30 days (pro-rata) after 10 years' total service. Plus 11½ Public/Bank Holidays per year.</p>
HOURS	<p>In Edinburgh, normal hours of work are from 8.45am to 5.09pm Monday to Friday with one hour off for lunch. A flexible working hours system is in operation.</p>
SMOKING	<p>Smoking at work is only permitted in designated areas. Smoking is not permitted anywhere within the headquarters building in Edinburgh.</p>
PENSION	<p>Pension benefits are available under the Northern Lighthouse Pension Scheme (2007) as operated by analogy with the Principal Civil Service Scheme.</p> <p>Most new entrants have a choice of pension arrangements, between the 2007 scheme (pension benefits earned each year based on pay in that year and index linked) and a money purchase arrangement – partnership pension account, which some new entrants may only be able to join. All eligible new entrants will be entered into the 2007 scheme from their first day, paying employee contributions of 3.5% of salary, unless they have registered their choice to join the partnership pension account or decided to opt out of Northern Lighthouse pension arrangements altogether.</p> <p><i>There are arrangements for transferring pension rights to and from other pension schemes, and for increasing scheme benefits by the payment of additional voluntary contributions or buying added years of service.</i></p>
CLOSING DATE	<p>Deadline for receipt of completed applications is 5pm Wednesday 25th January 2012.</p>

INTERVIEW DATE	To be confirmed.
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These notes are for guidance only and should not be taken as an authoritative statement of the conditions of employment



HR Adviser – Role Profile

Purpose: To provide professional HR support to ensure NLB operational effectiveness			
Key Result Areas	Success Factors	Skills & Knowledge	Competencies
<ul style="list-style-type: none"> • Manage specialist HR functions so that sufficient staff are properly trained and available to fulfil the responsibilities of NLB • Research & recommend policies to ensure NLB is compliant with legislation and is a best practice employer • Lead ad hoc working groups to encourage participation in the development of NLB working practices • Provide specialist advice about employment issues to resolve queries, keep line management informed and attempt to prevent escalation of issues. • Design & deliver training and awareness courses to ensure management and staff are aware of current (and changes to) working practices • Analyse information and provide reports to management identifying issues and making recommendations as to remedial action. • Acts as NLB “project coordinator” with third parties to ensure allocated contracted HR projects run to time, specification and budget. 	<ul style="list-style-type: none"> • Budget management • Planning • Quality of advice • Compliance • Sufficient properly trained people • Line management HR capability • Monitoring/manage projects 	<ul style="list-style-type: none"> • First supervisory role • Project management skills • Working towards professional HR qualification (tertiary equivalent) • Previous professional HR advisory experience • Up to date employment legislation knowledge • IT user • Communication skills (1 to many) • Training experience 	<ul style="list-style-type: none"> • Building Relationships (4) • Commitment (6) • Customer Service (12) • Flexibility (2) • Pro-activity (2) • Self Confidence (4) • Team Working (4)
Dimensions: Training budget £ 180K. Payroll £ 3+m Typical annual projects budget £ 100+K			

Job Holder Signature _____ Line Manager Signature _____
(not signing off Dimensions & Competencies)

NORTHERN LIGHTHOUSE BOARD



Application for Employment

For Official Use Only
Index No:

PERSONAL INFORMATION (CONFIDENTIAL)
Post Title: HR Adviser
It is important that you return this completed form by: Wednesday 25th January 2012

1. Personal Details
Surname:
Forename(s):
Address:

Contact details (Please tick preferred contact detail)	
Telephone	Home:
	Business:
	Mobile:
E-mail	

2. General
Do you hold a current driving licence? Yes/No
Is it a Full/Provisional/LGV/PCV licence?

Should you be invited for interview, would you require any special arrangements i.e. interpreter? If so, please state here:
If you will be unavailable for interview at any point within one month of the closing date then please state here:

Please indicate two people who can provide references – one of whom should preferably be your present/most recent employer:	
Name:	Name:
Address:	Address:
Tel.No.	Tel.No.
Email:	Email:
Occupation:	Occupation:
I give/do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate).	I give/do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate).
How did you become aware of this vacancy?	Media: Date:

Please note the first page of this application form will be removed from your application prior to the stage of short listing applicants for interview.

NORTHERN LIGHTHOUSE BOARD



Application for Employment

For Official Use Only
Index No:

**PERSONAL INFORMATION CONTINUED
(CONFIDENTIAL)**

3. Employment History

Please give details of all jobs held including part-time and unpaid work, starting with your current or most recent employer.

Employer (Name & Full Address)	Jobs Held/Key Roles & Responsibilities	Length of stay From – To Reason for Leaving

NORTHERN LIGHTHOUSE BOARD



Application for Employment

For Official Use Only
Index No:

**PERSONAL INFORMATION CONTINUED
(CONFIDENTIAL)**

4. Secondary Education

Examination Subjects	Level/Grade

5. Educational, Technical and Professional Qualifications

Please name any institute or professional body in full and include attainment level	Date achieved / expected to achieve

NORTHERN LIGHTHOUSE BOARD



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6. Personal Development

(Include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable)

7. Please state how your experience, skills and training both inside and outside work make your application for this post particularly relevant.

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Application for Employment

For Official Use Only
Index No:

PERSONAL INFORMATION CONTINUED (CONFIDENTIAL)

Are there any restrictions to your residence in the U.K which might affect your right to take up employment in the UK? Yes No

If yes, please provide details:

If you are successful in your application, would you require a work permit, prior to taking up employment? Yes No

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. Your application of employment will be kept on our files for one year only and then destroyed.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your pay slip. We also use the information if there is a complaint or legal challenge relevant to this recruitment process.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above) in accordance with our registration with the Information Commissioner.

8. Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed may result in my dismissal.

Signature

Date

Please return the completed application form to:

**The HR Adviser
Northern Lighthouse Board
84 George Street
EDINBURGH
EH2 3DA**



EQUAL OPPORTUNITIES MONITORING FORM

- The Northern Lighthouse Board is an equal opportunities employer and welcomes applications from all suitably qualified individuals
- Selection criteria and procedures are regularly reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities
- To monitor our current policies, we ask all applicants to complete the following information, which would be used for monitoring purposes only and will form no part of the interview process
- All information will be treated in strict confidence
- This sheet will be detached from your application form on receipt and will be stored separately in the HR Department. If you are subsequently appointed this information may be kept on a database and used for Equal Opportunities monitoring and statistical analysis.

White:

- British
 Irish
 Any other White

Mixed:

- White & Black Caribbean
 White & Black African
 White & Asian
 Any other Mixed

Asian or Asian British:

- Indian
 Pakistani
 Bangladeshi
 Any other Asian

Black or Black British:

- Caribbean
 African
 Any other Black

Chinese or Other Ethnic Group:

- Chinese
 Other Ethnic Group*

*Please specify

Nationality: Please specify

Gender: Please specify

Date of Birth:

...../...../..... DD/MM/YY

Do you consider yourself to have a disability: Yes No

If yes, please state nature of disability:

The Disability Discrimination Act defines disability as *“A physical or mental impairment which has a substantial and long-term effect on the persons ability to carry-out normal day-to-day activities”*(DDA 1995)

(Advice can be obtained from the Disability Rights Commission 08457 622 633)

If you wish, you may disclose information in this section about your:

Religion:

Sexual orientation: