



Northern
Lighthouse
Board

THE COMMISSIONERS OF NORTHERN LIGHTHOUSES

require an

Able Seafarer Deck

For service onboard their Lighthouse Tenders on a fixed manning rota – 28 days duty followed by 28 days leave.

The Northern Lighthouse Board is the General Lighthouse Authority for Scotland and the Isle of Man, responsible in law for the provision and control of a network of marine aids to navigation – lighthouses, buoys, beacons and a precision satellite-based navigation service.

As Able Seafarer Deck, reporting to the Bosun, you will carry out operational and ship husbandry tasks essential to the running of an NLB Vessel.

You should hold an STCW95 Navigational Watch Rating certificate and valid STCW95 First Aid and Firefighting Certificates. You should have recent relevant sea-going experience and, you should be in possession of a current AB certificate. Experience of ship based helicopter and crane operations, together with manual handling skills, would be an advantage. You will require a valid unrestricted MCA Medical Certificate (ENG 1).

The current pay band for an Able Seafarer Deck is £28,116 per year rising to £34,742 per year depending on qualifications and experience. Benefits package includes occupational sick pay scheme and career average occupational pension scheme.

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 form please download an application pack from our website: www.nlb.org.uk/who-we-are/vacancies

CLOSING DATE: Thursday 9th June 2022

The NLB is an Equal Opportunities employer

Able Seafarer Deck

GENERAL INFORMATION FOR APPLICANTS

Dear applicant

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

The form has been designed to gain the information we require in the most practicable format and to put all candidates on an equal footing. It plays a key part in our selection process and we will 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. Please therefore state clearly on the form how you meet the requirements set out in the Role Profile/Job Description.

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.

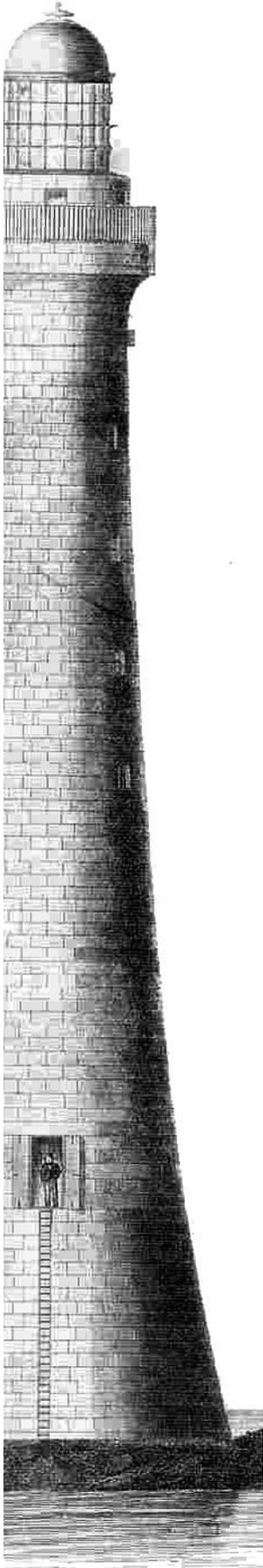
Please be aware that the position may have been advertised over several weeks, and in several locations nationally and occasionally internationally. Our goal is to make a sound decision as soon as we are able. We will be in touch again if there are going to be any significant delays.

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

Yours sincerely

Rachel Aitken
HR Adviser

Email: Jobs@nlb.org.uk



INTRODUCTION

The Northern Lighthouse Board (NLB) has provided a vital safety service to mariners since 1786. Originally tasked with the construction of just four lighthouses: Kinnaird Head, North Ronaldsay, Scalpay and Mull of Kintyre, it gained a reputation for engineering excellence as the number of lighthouses increased in and around the Scottish coast. This was largely down to Robert Stevenson (1772-1850), a civil engineer who was responsible for the design and construction of at least 15 of NLB's major lighthouses.

Today, the organisation, whose headquarters are in Edinburgh's city centre, currently operates and maintains 206 lighthouses and 167 buoys in Scotland and the Isle of Man, as well as providing radio aids to navigation. Their service makes a significant contribution to the prevention of accidents and incidents around the coastline, safeguarding not only lives and property, but also protecting the marine environment which is crucial to the economy of Scotland and the Isle of Man.

As well as their Edinburgh HQ, NLB has a base in Oban, technicians based in Inverness, Shetland and Orkney and two ships. The ships, NLV PHAROS and NLV POLE STAR carry out buoy work, deliver stores and supplies to lighthouses and inspect navigation aids on oil and gas rigs in the Scottish sector. PHAROS also carries out helicopter operations, hydrographic surveying and wreck finding. Between the two ships, there are 57 crew members, four Engineers and four Masters who work on a rotating shift pattern.

NLB 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	MV Pole Star or MV Pharos
SALARY	NLB Staff are paid monthly in arrears, by credit transfer, normally on the 26th day of each calendar month. The current pay band for this post is £28,116 per year rising to £34,742 dependent on qualifications and experience.
LEAVE	<p>Each Lighthouse Tender is manned by 2 separate operational complements of Marine Staff, with each complement alternately relieving the other at intervals of 28 days. It follows that each member of the Marine Staff is on leave ashore on every alternate 28 days cyclic period.</p> <p>All leave in respect of Saturdays, Sundays and Public Holidays is subsumed in the above arrangements.</p>
CHANGEOVER EXPENSES	Travelling and subsistence expenses necessarily incurred on joining, and returning home from, a Lighthouse Tender at the beginning and end of each 4 week period of duty will be reimbursed.
SMOKING	Smoking at work is only permitted in designated areas.
UNIFORM	Uniform and personal protective clothing is provided.
PENSION	<p>Pension benefits are available under the Principal Civil Service Pension Scheme (PCSPS) administered by MyCSP on behalf of the Cabinet Office.</p> <p>Most new entrants have a choice of pension arrangements, between the alpha 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 alpha scheme from their first day, paying employee contributions based on the level of their pensionable earnings, unless they have registered their choice to join the partnership pension account or decided to opt out of Northern Lighthouse pension arrangements altogether prior to their first monthly payroll payment.</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 pension.</i></p>
CLOSING DATE	Deadline for receipt of completed applications is Thursday 9th June 2022

These notes are for guidance only and should not be taken as an authoritative statement of the conditions of employment

STANDARD JOB DESCRIPTION

TITLE: *should be descriptive, to the point and must avoid being vague, out of date or pretentious. It should comply with NLB generic groupings; ie Assistant, Manager etc. Grades fall between GLA1-7.*

Job Title: Able Seafarer Deck

Grade: Able Seafarer Deck

REPORTING RELATIONSHIPS: *enter section and department as appropriate. The location is the main NLB contact point but make mention of travelling when this is a significant part of the job. State the name of the person to whom the individual reports and draw an organisational chart showing the job titles of immediate staff, above and below the job holder.*

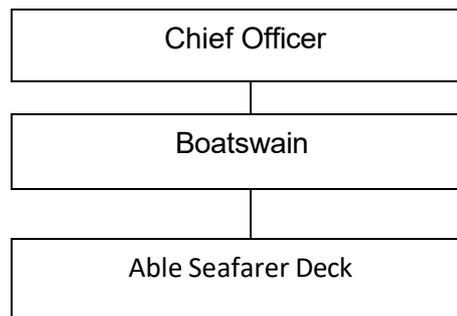
Section: Marine

Department: Marine Operations

Location: NLB Vessels

Line Manager/Reports to: Boatswain

Position within NLB:



AUTHORITY LIMITS: *it is important that the following limits are made clear.*

Annual Budget: NIL Signing

Authority: NIL

Number of staff reporting directly to the job holder: 0

Number of other staff supervised: Passengers and visitors

PURPOSE: *a statement to clearly identify the overall job purpose*

To carry out operational and ship husbandry tasks essential to the running of an NLB vessel

KEY RESPONSIBILITIES: *the main elements of the job through which the overall purpose will be achieved.*

1. To form part of the deck team engaged in buoy servicing, boatwork, helicopter operations and working ashore on sites and at lighthouses
2. To assist in the safe and effective loading, stowage and discharge of cargo and securing of vessel prior to leaving for and whilst at sea
3. To operate the cranes as required
4. To assist in helicopter operations performing the duties of HLO as required
5. To carry out operational and ship's husbandry duties
6. To stand navigational and harbour watches
7. To substitute for Boatswain as required
8. To supervise passengers and visitors as required ensuring their safety and welfare
9. To work in compliance with the ISM and ISPS Codes and Company instructions
10. To carry out maintenance on the ship's workboats/ rescue boat and RIB
11. To maintain fuel stocks and check emergency equipment for the boats as required
12. Man the workboat/RIB/Rescue Boat, taking charge as required

OTHER DUTIES AND RESPONSIBILITIES: *list any other official activities*

- take reasonable care for the health and safety of himself and others who may be affected by his acts or omissions at work;
- to ensure their personal certificates are revalidated timely.
- to be responsible for the condition and cleanliness of their cabin
- to co-operate with the Board's requirements to enable any duty applicable to them to be complied with; and not to
- intentionally or recklessly interfere or misuse anything provided in the interests of health, safety or welfare in the pursuance of the Board's statutory duties;
- intentionally or recklessly damage or misuse the Board's property or equipment

This list is not exhaustive and may be augmented, from time to time, with tasks deemed consistent with the nature and status of the post and considered necessary for the efficient running of the Service.

Employees signing the Seafarers Employment Agreement agree to the relevant job descriptions in this section.

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**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

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**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

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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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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 by email to:

Jobs@nlb.org.uk

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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

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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 [Equality Act 2010](#) defines a disabled person as a person with a disability. A person has a disability for the purposes of the Act if he or she has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

(Advice can be obtained by contacting the Equality Advisory Support Service on 0808 800 0082)

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

Religion:

Sexual orientation: