

THE COMMISSIONERS OF NORTHERN LIGHTHOUSES

currently have a vacancy for a

CATERER

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

The Northern Lighthouse Board – www.nlb.org.uk 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.

The Board requires a Caterer to assist in the provision of the full range of catering services essential to the efficient running of an NLB vessel including preparation of healthy meals, laundry and cleaning.

Minimum qualification is a valid Ships' Cooks Certificate. The successful candidate will require a valid MCA Medical Certificate (ENG 1) and in addition, have a minimum of 2 years experience as ships cook.

Flexibility and good interpersonal skills are essential, as is the ability to communicate at all levels within a small team environment.

The current pay band for a Caterer is £30,868 per year rising to £31,932 per year depending on qualifications and experience. Benefits package includes occupational sick pay scheme and choice of final salary or stakeholders pension scheme.

For further details and an application pack please e-mail: jobs@nlb.org.uk or download an application from our website www.nlb.org.uk/who-we-are/vacancies

Interviews will be held 3-4 September 2019

Closing Date: 21 August 2019

The NLB is an equal opportunities employer.

Caterer

GENERAL INFORMATION FOR APPLICANTS

Dear applicant

Please find the 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/Job Description.

Please note the following:

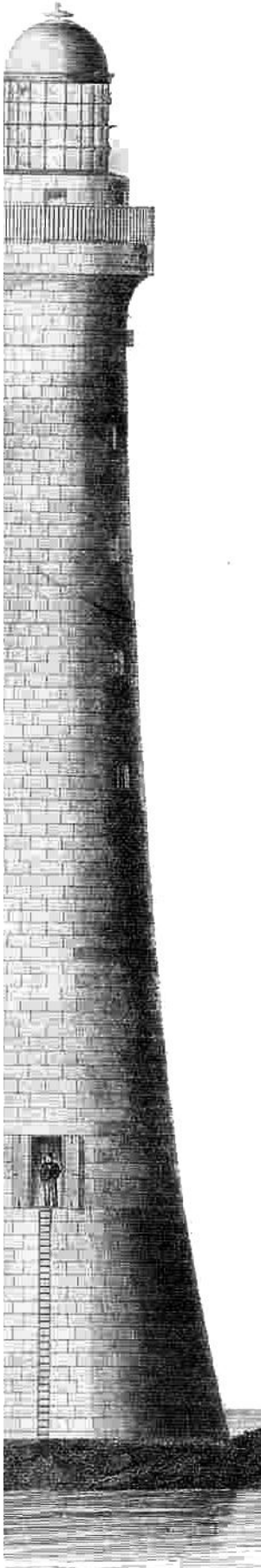
- If you require for the enclosed form to be resent to you in a different format so that you can fill it in more easily, please contact myself at the above address. Examples are a format in Braille, large print or submission via tape recording.
- If you are using our standard application form please 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 Advisor



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	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 £30,868 per year rising to £31,932 per year, depending upon performance.
LEAVE	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. All leave in respect of Saturdays, Sundays and Public Holidays is subsumed in the above arrangements.
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	Pension benefits are available under the Principal Civil Service Pension Scheme (PCSPS) administered by MyCSP on behalf of the Cabinet Office. 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.. <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>
CLOSING DATE	Deadline for receipt of completed applications is 21 August 2019

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: Caterer

Grade: Caterer

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.*

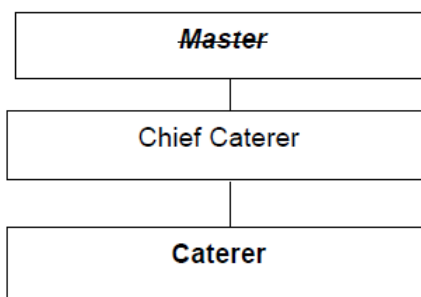
Section: Marine

Department: Marine Operations

Location: NLB Vessels

Line Manager/Reports to: Caterer

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: NIL

Number of other staff supervised: Passengers and visitors

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

To assist in the provision of the full range of catering services essential to the efficient running of an NLB vessel including healthy meals, laundry and cleaning.

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

1. In conjunction with the Chief Caterer to ensure the timely preparation of healthy, balanced meals for ships company and passengers.
2. To ensure cleanliness of galley, fridges, storerooms and other designated areas in accordance with the food and hygiene document.
3. In conjunction with the Chief Caterer to ensure the ordering, management and maintenance of a stock of linen to ensure its provision to ship's company and embarked passengers
4. To assist in the management of ship's garbage in accordance with Garbage Management Plan
5. To assist in the management of and participate in the cleaning of passageways, recreation rooms, mess rooms and other accommodation spaces as required
6. To provide Silver Service and Cabin Cleaning services to VIPs as required
7. To assist in the mustering of passengers during emergency situations and exercises ensuring their safety and welfare
8. To assist in the control of Commissioners' Foodstuffs and Wine/Sprits locker
9. To deputise for the Chief Caterer when required.
10. To be familiar with on-board catering system, budget, stock control and ordering; and to assist the Chief Caterer preparing stock ordering.
11. To work in compliance with the ISM and ISPS codes and company instructions.

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 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.

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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
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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 to:

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

Or 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: