



Northern  
Lighthouse  
Board

## THE COMMISSIONERS OF NORTHERN LIGHTHOUSES

require a

### **Civil Project Engineer**

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.

Based at the NLB's Headquarters in central Edinburgh, as Civil Project Engineer you will work as part of a multi-disciplinary project team and using approved structured project management methods you will assist the Project Leader in surveying sites, preparing reports, producing contract documentation and AutoCAD drawings and overseeing site works including site establishment, progress inspections and site clearances. You will be required to visit the lighthouse sites around the coast of Scotland and the Isle of Man, many of which are located offshore and in remote locations, requiring regular maintenance refurbishments and capital upgrades works.

You will hold a minimum of an HND or equivalent in Civil Engineering or a relevant subject. You will have a good understanding of Health and Safety and Environmental legislation and working knowledge of quality standards and procurement management. You will have proven AutoCad skills and be proficient preparing drawing for engineering and tender purposes and have demonstrable experience in structural, civil or building engineering.

Salary range is from £38,694 per year rising to £42,569 per year. Benefits package includes, career average occupational pension scheme; 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 please download an application from our website [www.nlb.org.uk/who-we-are/vacancies](http://www.nlb.org.uk/who-we-are/vacancies)

**Closing Date: Monday 8<sup>th</sup> August 2022**

***The NLB is an equal opportunities employer.***

## **Civil Project Engineer**

### **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.

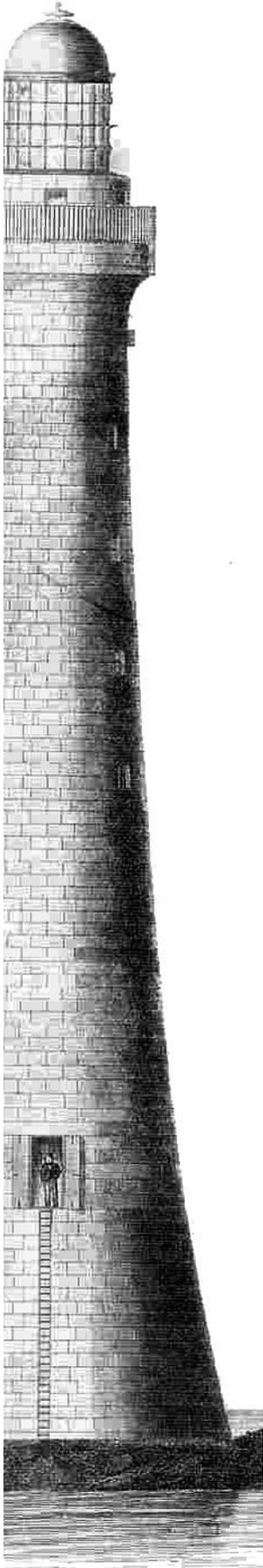
Please be aware that the position may have been advertised over several weeks, and in several locations nationally and occasionally internationally. Our goal is to make a sound decision as soon as we are able. We will be in touch again if there are going to be any significant delays.

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](mailto: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](http://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

<b>PLACE OF WORK</b>	<p>Based in our Headquarters at 84 George Street, Edinburgh but with travel to NLB ships, Oban and to other sites.</p> <p>There are no garaging or car parking facilities available in George Street and no staff canteen.</p>
<b>SALARY</b>	<p>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 £38,694 per year rising to £42,569, depending upon performance.</p>
<b>STATUS AND PROBATION</b>	<p>The post is full-time and permanent.</p> <p>New entrants are required to complete a probationary period of six months, to the satisfaction of the Board, before an appointment can be confirmed. After successful completion of a probationary period there is a continuing annual staff appraisal system.</p>
<b>LEAVE</b>	<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 5 years' total service. Plus 11½ Public/Bank Holidays per year.</p>
<b>HOURS</b>	<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>
<b>SMOKING</b>	<p>Smoking at work is only permitted in designated areas.</p>
<b>PENSION</b>	<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 – <b>partnership pension account</b>, 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 <b>partnership pension account</b> or decided to opt out of Northern Lighthouse pension arrangements altogether prior to their first monthly payroll payment.</p> <p><b><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></b></p>
<b>CLOSING DATE</b>	<p><b>Deadline for receipt of completed applications is Monday 8<sup>th</sup> August 2022.</b></p>

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

### Civil Project Engineer

Purpose: To provide civil engineering design and support services within a multi-disciplinary team			
Key result area	Success factors	Skills and knowledge	Competencies
<ul style="list-style-type: none"> <li>• Carry out surveys of NLB property and produce detailed condition reports outlining the recommendations</li> <li>• Produce feasibility reports and cost estimates for consideration by management</li> <li>• Produce detailed designs and drawings for works to be carried out.</li> <li>• Prepare tender documents, inc prep of H&amp;S docs and assess submitted tenders in conjunction with Procurement and Project Managers.</li> <li>• Act as liaison officer during helicopter operations ensuring contractor complies with NLB procedures</li> <li>• Carry out site supervision including off site fabrication to ensure all works are carried out in accordance with agreed documents and drawings, provide advice and agree alterations where necessary to facilitate satisfactory completion of the project.</li> <li>• Prepare regular reports for Project managers, identifying progress and making recommendations to facilitate project delivery.</li> <li>• Liaise with other disciplines and depts. to ensure Civil Engineering works are consistent with the scope of the project.</li> <li>• Liaise with external bodies and agencies to ensure compliance with legislative requirements (Building Control, Planning etc)</li> <li>• Maintain an up to date knowledge and awareness of Civil Engineering legislation, disciplines, technologies etc to enable appropriate advice to be given.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality of project documentation</li> <li>• Project completions (time, budget and quality)</li> <li>• Effective solutions</li> <li>• Compliance with legislation</li> <li>• Team morale</li> <li>• On-site risks assessed, recorded and communicated</li> <li>• Quality of working relationships with external bodies</li> </ul>	<ul style="list-style-type: none"> <li>• HND qualification or equivalent</li> <li>• CAD experience</li> <li>• Supervisory skills</li> <li>• IT skills</li> <li>• Understanding of H&amp;S &amp; Environmental legislation</li> <li>• Working knowledge of quality standards &amp; procurement management</li> <li>• Excellent interpersonal skills</li> <li>• Civil Engineering &amp; Building practice (design &amp; autocad)</li> <li>• Project management (contract)</li> </ul>	<ul style="list-style-type: none"> <li>• Building Relationships (4)</li> <li>• Commitment (6)</li> <li>• Customer Service (8)</li> <li>• Flexibility (4)</li> <li>• Pro-activity (4)</li> <li>• Self Confidence (6)</li> <li>• Team Working (6)</li> </ul>
Dimensions: Indirect impact on "On site" spend in region of £0.5m - £0.75m, direct impact on £100,000 Supervisory responsibility for up to 10 contractors personnel Responsible for all project aspects with contractors/consultants/external bodies			



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## Application for Employment

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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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### 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](mailto: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: