



## **THE COMMISSIONERS OF NORTHERN LIGHTHOUSES**

**Require an**

### **ELECTRICAL/ELECTRONIC TECHNICIAN (Inverness)**

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 in Inverness and travelling to any of the lighthouses within the NLB estate, the successful candidate will work as part of a team carrying out maintenance, repair and installation work on aids to navigation and associated equipment.

This will involve working on a wide range of electrical plant, which can include electronic and PC based control systems, some mechanical plant, diesel power generation, solar power generation equipment, and data communication systems. Electrical installations are to be maintained to the current IEE wiring regulations. Training will be provided where required.

The successful candidate will work well as part of a team and have relevant electrical qualifications and experience. There is a requirement to travel to and stay at remote locations (for up to 12 days at a time), often at short notice. An On-Call Rota is in operation and the successful candidate will be required to participate in this rota system.

A salary of up to £29,976 plus a consolidated overtime allowance of up to £5,244 per annum will be offered to the successful candidate, dependent upon qualifications and experience. Benefits package includes optional career average salary pension scheme.

For further details and an application form please e-mail: [jobs@nlb.org.uk](mailto:jobs@nlb.org.uk) or download an application from our website [www.nlb.org.uk/who-we-are/vacancies/](http://www.nlb.org.uk/who-we-are/vacancies/)

The closing date for completed applications is 1<sup>st</sup> November 2019. Interviews will be held on 27<sup>th</sup> and 28<sup>th</sup> November 2019.

*The NLB is an Equal Opportunities employer*

## **Electrical/Electronic Technician (Inverness)**

### **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:

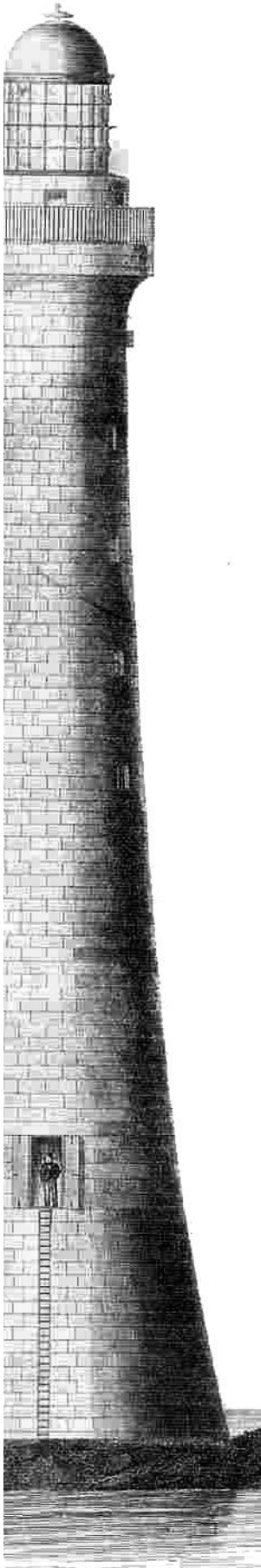
- If you require for the enclosed form to be resent to you in a different format so that you can fill it in more easily, please contact myself at the above address. Examples are a format in Braille, large print or submission via tape recording.
- If you are using our standard application form please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



## 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](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 at our Dalcross office in Inverness, and travelling to any of the lighthouses within the NLB estate</p> <p>If you currently reside out-with Inverness 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>
<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 an Electrical/Electronic Technician is up to £29,976 plus a consolidated overtime allowance. Salary placement is dependent upon qualifications and experience.</p>
<b>STATUS AND PROBATION</b>	<p>The post is full-time.</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 Inverness, normal hours of work are from 8.45am to 5.09pm Monday to Friday, with one hour off for lunch each day. 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 Friday 1<sup>st</sup> November 2019</b></p>

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

## Electrical/Electronic Technician – Role Profile

Purpose: To assemble, install, commission, test, repair and maintain AtoN systems to provide a reliable service to mariners			
Key result area	Success factors	Skills and knowledge	Competencies
<ul style="list-style-type: none"> <li>• Install electrical, electronic, communications, control and mechanical equipment to ensure equipment functions reliably and to specification (* See list of technologies below)</li> <li>• Configure, commission, fault-find, calibrate and test installations to ensure equipment functions reliably and to specification</li> <li>• Use Task Register and CAMM to report on work done to ensure work is controlled</li> <li>• Make and document on-site modifications to ensure all equipment functions reliably and that changes are controlled.</li> <li>• Evaluate and feedback information on installations, equipment, spare holdings etc to ensure proactive work can be planned</li> <li>• Ensure allocated resources and logistics (equipment, finance, tools, travel, victuals, and accommodation) are sufficient for task in hand</li> <li>• Maintain up to date knowledge and skills of relevant technologies* to enable high quality of service to be delivered.</li> <li>• Make on-site reports on defects and spares making recommendations for necessary action covering all aspects of the station</li> <li>• Carry out supervision/snagging, providing advice and agreeing variations where necessary on site.</li> <li>• Respond to outages at short notice</li> <li>• Operate as NLB representative/lead person when required</li> <li>• Prioritise pre-planned tasks when on site. Undertake RCM, un-scheduled maintenance and update records to ensure</li> </ul>	<ul style="list-style-type: none"> <li>• Meet requirements of “Notice to Mariners”</li> <li>• Meet IALA availability standards</li> <li>• Installation quality</li> <li>• Reduction of repeat visits</li> <li>• Use of resources within constraints – budgets, timescales (response and installation to programme)</li> <li>• Housekeeping standards</li> <li>• Facilitate project, maintenance and fault rectification success</li> <li>• Site Safety</li> <li>• Work harmoniously with other team members</li> <li>• Compliance with Regulations/legislation</li> <li>• Effective solutions</li> <li>• Effective management of time</li> <li>• Risks documented and communicated</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Apprenticeship or equivalent training</li> <li>• HNC in electrical engineering or equivalent subject</li> <li>• Experience and skills in relevant technologies*</li> <li>• Good team worker</li> <li>• IT user</li> <li>• Ability to use admiralty charts, tide tables and OS maps</li> <li>• Scada/PLC skills</li> <li>• Compliance with Training Matrix</li> <li>• Supervisory skills with respect to contractors</li> <li>• Good interpersonal skills</li> <li>• Have back ground knowledge of all aspects of engineering and facilities maintenance (plumbing, drainage, glazing, mechanical engineering, joinery, gas and ventilation systems) multi skilled</li> <li>• User of preventative maintenance systems &amp; procedures</li> <li>• Effective written and verbal communication skills (1: few)</li> <li>• In depth working knowledge of stations as required by role</li> </ul>	<ul style="list-style-type: none"> <li>• Building Relationships (2)</li> <li>• Commitment (6)</li> <li>• Customer Service (8)</li> <li>• Flexibility (2)</li> <li>• Pro-activity (4)</li> <li>• Self Confidence (6)</li> <li>• Team Working (4)</li> </ul>

<p>equipment works reliably and failures are quickly rectified and recorded.</p> <ul style="list-style-type: none"> <li>• Supervise and support contractors and NLB staff including on the job training to allow them to deliver their contractual obligations</li> <li>• Manage site safety arrangements, maintaining records, carrying out dynamic risk assessments as required to maintain health and safety compliance on-site.</li> <li>• Liaise and consult with internal and external third parties in order to facilitate site</li> <li>• works and maintain NLB brand/image.</li> <li>• When requested by Line Manager create documents and procedures for the preventative maintenance and repair of equipment maximizing availability and meeting legal obligations (Maintenance staff only)</li> <li>• Contribute to a draft annual preventative maintenance program for the area, to maintain AToN reliability and optimize service of the plant (maintenance staff only)</li> <li>• Advise on the accuracy and suitability of H&amp;S issued documents relevant to area of work ensuring best practice and quality standards are raised.</li> <li>• Provide input to safety documentation for the use of NLB personnel and contractors to control any risks and ensuring best practice is followed</li> </ul>			
<p>Dimensions: Requires working away from home for up to 12 day periods at short notice. On site with often no continuous form of communications in inhospitable environments, limited living facilities and physically demanding. Manages T&amp;S Budget/allowance up to £1k. Will be required to handle dangerous goods. Work on on-call system. Required to regularly work in remote locations without direct supervision</p> <p>* Control, telemetry and power electronics systems, diesel and solar power generation, PSTN and radio data communications, instrument calibration, PLC diagnostics/documentation, electronic AtoN's (Racon, DGPS, AIS, GMDSS), wiring. Key responsibility for maintaining the operation of lighthouses when systems are being worked on. Indirect impact on (on site) spends - £0.75m). T&amp;S spend up to £20k. Lead person on site for health &amp; safety and system operation</p>			

# NORTHERN LIGHTHOUSE BOARD

## Application for Employment

For Official Use Only Index No:
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<b>PERSONAL INFORMATION (CONFIDENTIAL)</b>
Post Title: <b>Electrical/Electronic Technician (Inverness)</b>
It is important that you return this completed form by: <b>Friday 1<sup>st</sup> November 2019</b>

<b>1. Personal Details</b>
Surname:
Forename(s):
Address:

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

<b>2. General</b>
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

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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



# NORTHERN LIGHTHOUSE BOARD

## Application for Employment

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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

# NORTHERN LIGHTHOUSE BOARD

## Application for Employment

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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.**

# NORTHERN LIGHTHOUSE BOARD

## Application for Employment

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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](mailto:jobs@nlb.org.uk)

# NORTHERN LIGHTHOUSE BOARD

## Application for Employment

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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

# NORTHERN LIGHTHOUSE BOARD

## Application for Employment

For Official Use Only  
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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: