



Northern
Lighthouse
Board

THE COMMISSIONERS OF NORTHERN LIGHTHOUSES

require an

ESTF Electrical Technician

Company Information

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.

Job Information

Based at the Board's operating base in Oban, as ESTF Electrical Technician you will maintain, set-up, calibrate and modify ATON systems both fixed and floating and support the day-to-day running of the ESTF and the Oban base as necessary, so to provide an engineering facility and service to all departments.

Qualifications/ Experience Required

You will have a relevant apprenticeship or equivalent training, an HNC in Electrical Engineering or equivalent certification. You will have demonstrable experience and skills in many of the following; Control, telemetry and power electronics systems, diesel, solar and wind power generation, PSTN and radio data communications, instrument calibration, PLC diagnostics/documentation, electronic AtoN's (Racon, DGPS, AIS, GMDSS) and wiring. You will be an effective communicator and team player.

Salary and Benefits

Salary range is £31,249 to £34,381 per annum. Benefits package includes career average pension scheme; flexible working; generous leave arrangements and corporate gym membership.

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

CLOSING DATE: Friday 4th June 2021

The NLB is an Equal Opportunities employer

ESTF Electrical Technician

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:

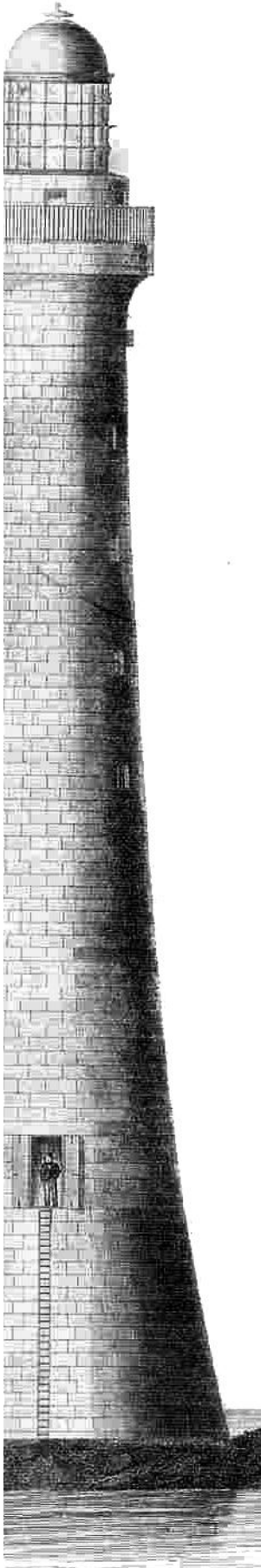
- If you require for the enclosed form to be resent to you in a different format so that you can fill it in more easily, please contact myself at the above address. Examples are a format in Braille, large print or submission via tape recording.
- If you are using our standard application form please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

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	Based at NLB's Water front support base at Oban but with travel on NLB ships and to other sites.
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 £31,249 to £34,381 per annum, depending upon performance.
STATUS AND PROBATION	The post is full-time and permanent. 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.
LEAVE	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.
HOURS	In Oban, the normal hours of work are from 8.00 a.m. to 4.35 p.m. Monday to Thursday and 8.00 a.m. to 3.40 p.m. on a Friday with one hour off for lunch each day. A flexible working hours system is in operation.
SMOKING	Smoking at work is only permitted in designated areas. Smoking is not permitted anywhere within the Oban base buildings.
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 Friday 4th June 2021

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

Electrical / Electronic Technician (ESTF)

Purpose: To maintain, set-up, calibrate and modify ATON systems both fixed and floating. Support the day-to-day running of the ESTF, to provide an engineering facility and service to all departments.

Key result area	Success factors	Skills and knowledge	Competencies
<ul style="list-style-type: none"> • Install electrical, electronic, communications, control and mechanical equipment to ensure equipment functions reliably and to specification (* See list of technologies below) • Configure, commission, fault-find, calibrate and test systems to ensure equipment functions reliably and to specification. • Carry out and document modifications to equipment, ensuring functionality and reliability, all changes being adequately controlled. • In-service inspection and testing of electrical equipment (PAT) throughout NLB Oban, including ESTF, Buoy store, Stores, and Office buildings. • Investigate and test items of equipment recovered from site, to evaluate future use or safe disposal. • Fitting out and checking of solar structures associated with all relevant communication systems. • Supervise and support contractors to allow them to deliver their contractual obligations within the ESTF facility. • Maintain up to date knowledge and skills of relevant technologies* to enable high quality of service to be delivered • Maintaining technical records, manuals, and datasheets, writing detailed technical reports for use both within the NLB and for suppliers / contractors. • Provide technical assistance / support for the DGPS and ICA engineers as required. 	<ul style="list-style-type: none"> • Meet requirements of "Notice to Mariners" • Meet IALA availability standards • Installation quality • Reduction of repeat visits • Use of resources within constraints – budgets, timescales (response and installation to programme) • Housekeeping standards • Produce relevant and accurate documentation. • Safe working practices • Flexible approach • Timekeeping • A positive and constructive attitude to team work 	<ul style="list-style-type: none"> • Relevant Apprenticeship or equivalent training. • Relevant qualifications in electrical engineering or equivalent subject. • Experience and skills in relevant technologies* • Good team worker. • Competent IT skills • SCADA knowledge/skills • Good interpersonal and communications skills. • Compliance with Training Matrix 	<ul style="list-style-type: none"> • Building Relationships (2) • Commitment (6) • Customer Service (6) • Flexibility (2) • Pro-activity (2) • Self Confidence (4) • Team Working (4)

<ul style="list-style-type: none"> • Use of CAMM with regards to the delivery, movement and record of plant items. • Mercury handling and storage. • Control of equipment in and out of ESTF, with due regard to the dangerous goods process. • Liaise with Renewals & Project, Engineering with regards to modification and installation of equipment. Ensuring that an up to date programme of works is always available. • Conduct checks on items held within the ESTF and update records accordingly. Ensure that all items are stored correctly and safely within the ESTF and Hardstand. • Contact suppliers and contractors directly and raise purchase orders in good time to cover programmed works, monitor progress of orders to ensure their completion within a acceptable time frame • Inspect and check all items of equipment on receipt in the ESTF for packaging defects, damaged components and functionality, any defects noted and the supplier notified as soon as possible. • Transport items to site and give support when necessary. • Forklift Truck driving, for safe and efficient movement of equipment within the ESTF and Oban base. 			
<p>Dimensions: Requires to work efficiently in both a workshop and office environment and respond to both scheduled and unscheduled works. May have occasion to visit site in a support role. Manages T & S budget. Will be required to handle and package dangerous good to IATA and IMDG code standards.</p> <p>* Control, telemetry and power electronics systems, diesel, solar and wind power generation, PSTN and radio data communications, instrument calibration, PLC diagnostics/documentation, electronic AtoN's (Racon, DGPS, AIS, GMDSS) , wiring,</p>			

NORTHERN LIGHTHOUSE BOARD

Application for Employment

For Official Use Only
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PERSONAL INFORMATION (CONFIDENTIAL)

Post Title: **ESTF Electrical Technician**

It is important that you return this completed form by: **Friday 4th June 2021**

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.

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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

Any personal information you give to us will be processed in accordance with the UK Data Protection Act 2018 and GDPR.

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: