Northern Lighthouse Board

THE COMMISSIONERS OF NORTHERN LIGHTHOUSES

Have vacancies for

MECHANICAL TECHNICIANS

About Us

The Northern Lighthouse Board is the General Lighthouse Authority for Scotland and the Isle of Man, responsible for the superintendence and management of all lighthouses, buoys and beacons within those waters. We have provided this vital safety service to mariners since 1786.

The Role – Overview

Based at one our locations in Edinburgh, Oban, Orkney or Shetland, and travelling by land sea and air to any of the lighthouses across Scotland and the Isle of Man, this is a unique opportunity to support the provision of vital aids to navigation for the benefit and safety of all mariners.

Working successfully in a multi-discipline team of technicians, at idyllic locations and areas of historical and environmental importance, you will undertake tasks including; mechanical plant installation, maintenance and repair, fault finding and diagnosis, inspection and testing to ensure that essential equipment functions reliably and to specification.

There is a frequent requirement to travel to and stay at remote locations (up to 12 days at a time). You will participate in an on-call rota system one weekend in every six.

Qualifications/ Experience Required

You will have relevant mechanical engineering qualifications and/or experience and be able to demonstrate that you can work on;

- Diesel engines, generators and associated fuel systems,
- Lifting equipment and fall arrest systems,
- Basic plumbing, joinery, glazing and metalwork.

Salary and Benefits

- The salary for this role is £35,141 per year rising to £38,663 after the first year.
- A guaranteed annual consolidated overtime allowance of £7,028 in your first year rising to £7,733 in your second year is paid in recognition of hours worked in addition to your contract. Total annual renumeration is £42,169 rising to £46,396.
- The NLB will provide you with a wide range of training to enable you to carry out your role safely and effectively.
- A Civil Service Pension with an average employer contribution of 28%
- Performance bonus scheme,
- Generous sick pay scheme and family leave policies.
- Annual Leave allowance of 25 days, rising by 1 day per year of service up to 30 days

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- 11.5 days for Public Holidays
- Additional leave when working over weekends and public holidays
- Access to gym facilities (location dependant),
- Funded training and educational opportunities,
- On-call payments and additional overnight allowances.

For further details please download an application from our website
www.nlb.org.uk/InformationCentre/WorkingForUs/Vacancies/

The NLB is an Equal Opportunities employer

Northern Lighthouse Board

MAIN CONDITIONS OF EMPLOYMENT

For more information about Northern Lighthouse Board go to our website Northern Lighthouse Board - Home - Northern Lighthouse Board (nlb.org.uk)

PLACE OF WORK	• NLB facilities in either Edinburgh, Oban, Orkney or Shetland
SALARY/ALLOWANCES	• £35,141 per year rising to £38,663 • Consolidated overtime allowance of £7,028, rising to £7,733 • Travel and Subsistence paid • On Call Payment • De-manned Rock Allowance (nightly) • Sports activities allowance paid whilst working away
PAY	• Salaries will be paid to a UK bank account. If you do not have one, you will be asked to open a UK bank account. • If you are a non-UK resident, you must have a National Insurance Number. If you do not have one, you will be asked to apply for it online. The process can be started if; • You live in the UK • You have the right to work in the UK • Are working, looking for work or have an offer to start work
LEAVE/HOURS	• Annual Leave allowance 25 days on commencement rising by 1 day per year of service up to 30 days • Plus 11½ Public/Bank Holidays per year.
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 NLB, before an appointment can be confirmed.
Pre-employment Checks – these will be implemented following offer and acceptance of post	• Right to Work Check • Two references • Occupational Health Referral • Safety Critical Medical Assessment • Helicopter Underwater Escape Training
PERSONAL SUPPORT	• Enhanced Maternity and Paternity Pay • Paid leave for family emergencies and bereavement • Access to Employee Assistance Programme • Sick pay at 6 months full pay then 6 months half pay
PENSION	• Civil Service Pension Scheme, click here to find out more detail Joining the Pension Scheme - Civil Service Pension Scheme • Employer contribution averaging 28%, employee contribution average 5.5%

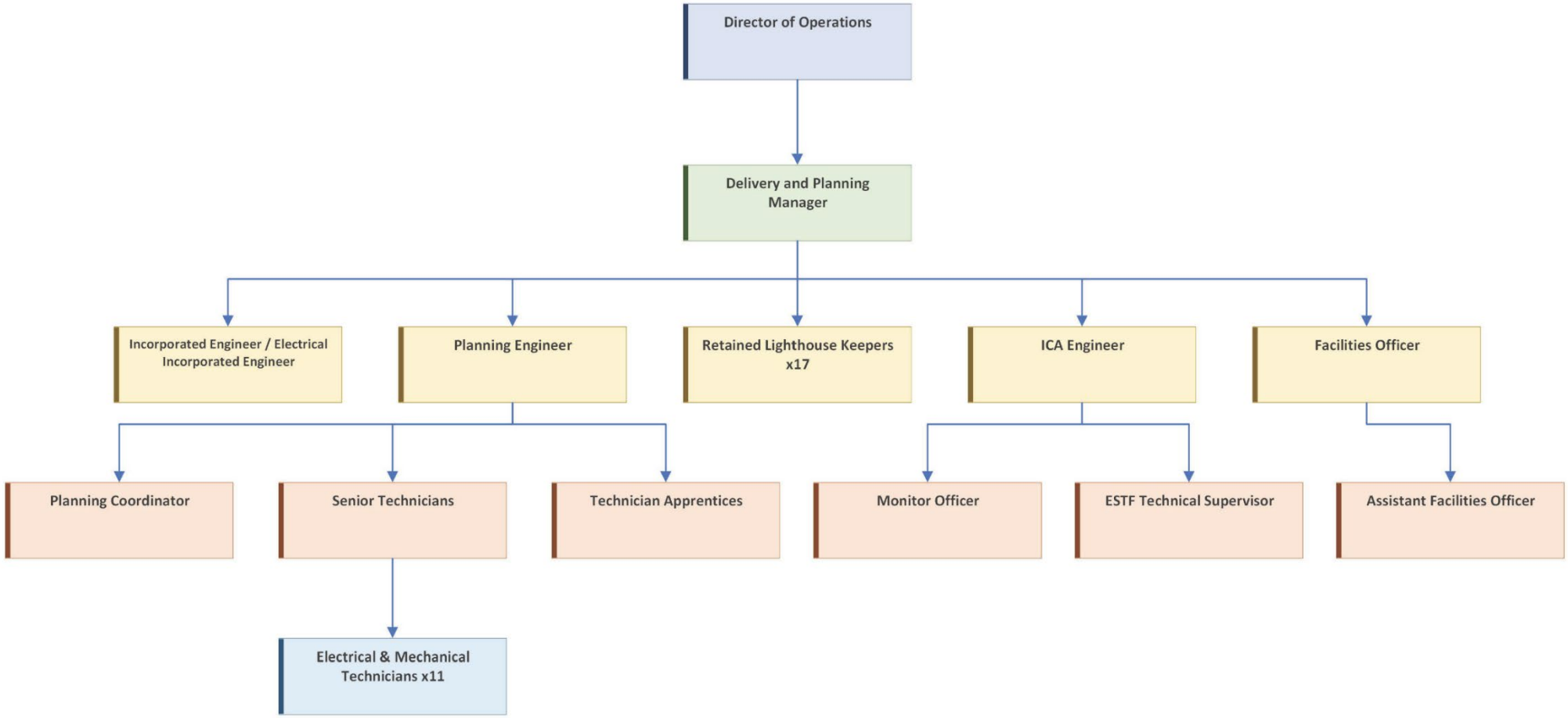
These notes are for guidance only and should not be taken as an authoritative statement of the conditions of employment

JOB ROLE – Mechanical Technician

- Install mechanical and control equipment to ensure equipment functions reliably and to specification (* See list of technologies below).
- Configure, commission, fault-find, calibrate and test installations to ensure equipment functions reliably and to specification.
- Use Task Register and CAMM to report on work done to ensure work is controlled
- Make and document on-site modifications to ensure all equipment functions reliably and that changes are controlled.
- Evaluate and feedback information on installations, equipment, spare holdings etc to ensure proactive work can be planned.
- Ensure allocated resources and logistics (equipment, finance, tools, travel, victuals, and accommodation) are sufficient for task in hand.
- Supervise and support contractors to allow them to deliver their contractual obligations.
- Maintain up to date knowledge and skills of relevant technologies* to enable high quality of service to be delivered.
- Make on-site reports on defects and spares making recommendations for necessary action covering all aspects of the station.
- Inspect, repair and certificate on site lifting equipment, fall arrest systems and access equipment in line with legislative requirements.
- Carry out supervision/snagging, providing advice and agreeing variations where necessary on site.
- Respond to outages at short notice.
- Operate as NLB representative/lead person when required.
- Prioritise pre-planned tasks when on site. Undertake RCM, un-scheduled maintenance and update records to ensure equipment works reliably and failures are quickly rectified and recorded.
- Supervise and support contractors and NLB staff including on the job training to allow them to deliver their contractual obligations.
- Manage site safety arrangements, maintaining records, carrying out dynamic risk assessments as required to maintain health and safety compliance on-site.
- Liaise and consult with internal and external third parties in order to facilitate site works and maintain NLB brand/image.
- 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).
- Contribute to a draft annual preventative maintenance program for the area, to maintain AToN reliability and optimize service of the plant (maintenance staff only).
- Advise on the accuracy and suitability of H&S issued documents relevant to area of work ensuring best practice and quality standards are raised.
- Provide input to safety documentation for the use of NLB personnel and contractors to control any risks and ensuring best practice is followed.

* 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,

Delivery & Planning



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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 of the role.

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.

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.

All applicants will be informed of the status of their application following completion of shortlisting.

Yours sincerely

Rachel Aitken
Senior HR Partner
Email: Jobs@nlb.org.uk

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For Official Use Only Index No:

PERSONAL INFORMATION (CONFIDENTIAL)
Post Title: **Mechanical Technician**
Please indicate your preferred work location by deleting or highlighting: Edinburgh, Oban, Orkney or Shetland

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 a month of the closing date, please let us know 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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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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(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 is 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: