



Northern
Lighthouse
Board

THE COMMISSIONERS OF NORTHERN LIGHTHOUSES

require a

Procurement and Stores Officer

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 the Board's Headquarters in central Edinburgh, as Procurement and Stores Officer you will manage the provision of a stores service for all departments to ensure that supplies are available when and where required. You will process purchase orders and manage quotes for goods, works and services.

Salary and Benefits

- £28,508 per annum rising to £31,352 after 1 year in post.
- A Civil Service Pension with an average employer contribution of 28%
- Annual Leave allowance of 25 days, rising by 1 day per year of service up to 30 days
- 11.5 days Public Holidays
- Generous sick pay scheme and family leave policies.
- Excellent training and development opportunities
- Corporate gym Membership

Qualifications/ Experience Required

- You will hold or be willing to work towards a procurement, stores management or business qualification.
- You will have knowledge of procurement working practices, application of contracts, finance systems, Health and safety, quality and logistics arrangements.

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

CLOSING DATE: Friday 12th July 2024

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 \(nlb.org.uk\)](http://NorthernLighthouseBoard.org.uk)

PLACE OF WORK	NLB Headquarters at 84 George Street, Edinburgh.
SALARY	<ul style="list-style-type: none">£28,508 per annum rising to £31,352 after 1 year in post.
LEAVE/HOURS	<ul style="list-style-type: none">Annual Leave allowance 25 days on commencement rising by 1 day per year of service up to 30 daysPlus 11½ Public/Bank Holidays per year.You will work on a shift basis with the other Procurement and Stores Officer and will be required to work the following hours on an alternative week basis: 0730 – 1554 Monday – Friday (with one hour for lunch) 0830 – 1655 Monday – Friday (with one hour for lunch) Both roles are jointly responsible for opening up the building each day but will not be required to close the building.
STATUS AND PROBATION	<ul style="list-style-type: none">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	<ul style="list-style-type: none">Right to Work CheckTwo referencesOccupational Health Referral
PERSONAL SUPPORT	<ul style="list-style-type: none">Enhanced Maternity and Paternity PayPaid leave for family emergencies and bereavementAccess to Employee Assistance ProgrammeSick pay at 6 months full pay then 6 months half pay
PENSION	<ul style="list-style-type: none">Civil Service Pension Scheme, click here to find out more detail Joining the Pension Scheme - Civil Service Pension SchemeEmployer contribution averaging 28%, employee contribution average 5.5%
CLOSING DATE	Friday 12th July 2024

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



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JOB ROLE – Procurement and Stores Officer

Manage HQ, PPE stores to ensure compliance with quality, health and safety, and operating procedures, standards and regulations.

Manage the maintenance of Survival suits and lifejackets. Liaise with colleague in Oban to ensure accuracy

Open the NLB HQ for 0730hrs and disable alarm system to ensure deliveries can be made and staff can access HQ. This rotates with Stores colleague on a weekly basis and cover for leave and absence.

Accepting delivery and signing delivery notes to confirm delivery and package is not damaged.

Notify purchaser and hold deliveries to ensure they are accounted for.

Manage, maintain, record, source, order and issue stock items to ensure necessary supplies are available. Communicate with Oban to ensure stores are utilised.

On an ongoing basis Identify inventory that is redundant or out of date and arrange its disposal.

Create and maintain stock items within Integra, liaise with Finance as required on creation of cost centre's. Undertake monthly and annual stock checks and maintain records. Propose changes as required.

Create review and maintain procedures/instructions for updating stock within Integra and management of inventory including work instructions.

Source best method for arranging freight delivery of items to ensure they are delivered to the correct destinations and on a cost effective basis

Package valuable items to ensure they are delivered to the appropriate destination undamaged

Clean and maintain stores to ensure access is unrestricted at all times

Participate in NLB recycling activity checking the effectiveness of the arrangements.

Liaise with end users to establish and review stock requirements, items, minimum stock levels to ensure that stock is current with operational requirements. Investigate options to current systems such as accounts with suppliers for consumables.

Liaise with Supply Chain Team for contracts to be put in place for stock items participating in tender exercises as required.

Co-ordinates the procurement process for quotes (under £25K) to protect the organisation from risk, ensure compliance and add value commercially following the policy and procedures of the procurement manual using document templates.

Reconciles and resolves incorrect invoices against the contracts/purchase orders placed, resolving internal and external issues to allow payment by Finance.

Manage and update a catalogue of all NLB publications, subscriptions and periodicals to ensure effective use, circulation and location for each.

Ensures accurate records of activities are kept to provide a compliant audit trail, highlighting anomalies and reporting non-conformances.

Provides day to day advice to internal customers to ensure understanding and compliance with aspects of Stores and Stock requirements



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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.
- 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

NORTHERN LIGHTHOUSE BOARD

Application for Employment

For Official Use Only
Index No:

PERSONAL INFORMATION (CONFIDENTIAL)

Post Title: **Procurement and Stores Officer - HQ**

It is important that you return this completed form by: **Friday 12th July 2024**

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

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: