



Northern
Lighthouse
Board

THE COMMISSIONERS OF NORTHERN LIGHTHOUSES

require a

Procurement Officer

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 Board's Headquarters in central Edinburgh (with the option of hybrid working), as Procurement Officer you will professionally procure goods, works and services required to meet business needs. This will include co-ordinating procurement processes for both above and below the thresholds of the Public Contracts Regulations 2015 to protect the NLB from risk and ensuring compliance with the Regulations. You will evaluate user and specification requirements, plan contract reviews and renewals and complete Contract Management process for all contracts awarded including supplier appraisals as required.

You will hold or be working towards a Level 4 Diploma in Procurement and Supply Chain. You will have knowledge of UK Public Procurement Legislation, procurement tendering both above and below threshold contract procedures, Crown Commercial Services and other collaborative opportunities. You will have an understanding of Ethical and Social Values including Modern Slavery and an awareness of the Public Contracts (Scotland) Regulations.

Salary range is £38,694 to £42,569 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 e-mail: jobs@nlb.org.uk or download an application from our website www.nlb.org.uk/who-we-are/vacancies

CLOSING DATE: Tuesday 8th February 2022

The NLB is an Equal Opportunities employer

Procurement Officer

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:

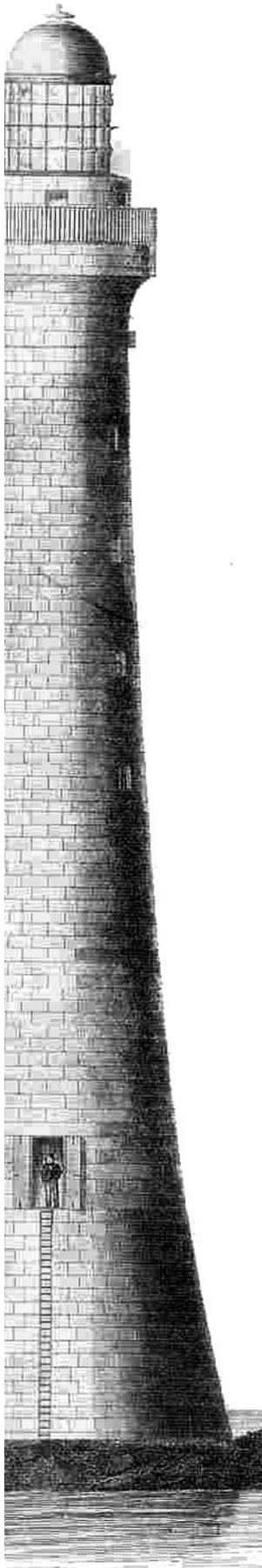
- If you require for the enclosed form to be resent to you in a different format so that you can fill it in more easily, please contact myself at the above address. Examples are a format in Braille, large print or submission via tape recording.
- If you are using our standard application form please 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 in our Headquarters at 84 George Street, Edinburgh but with travel to NLB ships, Oban and to other sites. There are no garaging or car parking facilities available in George Street and no staff canteen.
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 £38,694 to £42,569 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 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.
SMOKING	Smoking at work is only permitted in designated areas.
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 Tuesday 8th February 2022

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

Procurement Officer

Purpose: To professionally procure goods, works and services required meeting business needs to the best advantage of NLB.			
Key Result Areas	Success Factors	Skills & Knowledge	Competencies
<ul style="list-style-type: none"> • Co-ordinate the procurement process for assigned contracts below and above UK thresholds to protect the organisation from risk, ensure compliance the Directives and UK Regulations. This includes managing GLA Tender requirements and assisting the Supply Chain Manager as required. Ensuring NLB Project Management processes are adhered to. • Evaluate user requirements and specifications to ensure the most appropriate information is available to achieve NLB's objectives. • Provide summary contract information to inform internal users to ensure most economic use of suppliers, goods and services. • Plan contract reviews and renewals to ensure continuity of supply and fitness for purpose. • Complete Contract Management Process for all contracts awarded, ensuring all correspondence/documentation is provided and circulated to all internal customers • Complete savings on all contracts that you are responsible for – not limited to financial savings these should be the full life cycle • Complete Supplier Appraisals as required • Participate in IGC Sub Group Meetings • Advice and train internal customers and suppliers to ensure understanding and compliance with all aspects of policy, contracts and process. • Identify non-compliance in line with Policies and Procedures and recommend improvements to enhance the effectiveness of NLB staff and customers • Review and approve requisitions within Integra ensuring that all relevant information is provided, orders are in line with quotation and or tender process. All issues are recorded to ensure that similar issues are not repeated 	<ul style="list-style-type: none"> • Compliance • Meeting timescales • User satisfaction • Clean audit • Accuracy • Monitoring/Successful Projects • Quality of Advice 	<ul style="list-style-type: none"> • Planning • Knowledge of Public Procurement legislation Awareness of the Public Contracts (Scotland) Regulations • Social Values • Modern Slavery • Playbooks (Sourcing, Construction, Consultancy, and ICT on availability) • Ensure knowledge is maintained and up to date, DfT Library, Crown Commercial Services Notices, and Supply Management etc. • Have or be working towards MCIPS and Level 4 • Supervision and delegation • IT skills – Word, Excel and Presentation • Flexibility • Proactive • Written and oral communication and presentation skills • Team player • Negotiation • Time Management • Confidentiality 	<ul style="list-style-type: none"> • Building Relationships (4) • Commitment (6) • Customer Service (10) • Flexibility (4) • Pro-activity (4) • Self Confidence (4) • Team Working (4)

<ul style="list-style-type: none"> • Provide day to day advice and support for the Buyer post including absence cover. 			
<p>Dimensions For The Posts: Procurement value of £15m. including advertising of 80 tenders/quotes above £25k to meet transparency requirements and provide assistance and guidance as required for quotes below £10k, Manage all requirements for Invitation to Quote under available Framework options such as Crown Commercial Services, ESPO, Scottish Government and other Public Services as required sales as required, on an annual basis review 75-80 existing contracts, on a weekly basis deal with an average of 20 contract queries c1500 transactions purchase orders per year. Delegated Contractual Authority £50K Holds a GPC (Visa)</p>			

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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
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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

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: