



Northern
Lighthouse
Board

THE COMMISSIONERS OF NORTHERN LIGHTHOUSES

Currently have a vacancy for a

Procurement Specialist

The Northern Lighthouse Board is the General Lighthouse Authority for Scotland and the Isle of Man, responsible for maintaining all lights, buoys and beacons within those waters.

We currently have an exciting opportunity for a qualified Procurement Specialist to join our team.

The Role

As Procurement Specialist you will be responsible for procuring goods, works and services required to meet business needs and assist the Procurement Manager in the development and delivery of an effective Procurement Strategy that supports NLB Objectives, achieves value for money and complies with Public Procurement Regulations.

Your contractual place of work will be at the Board's Headquarters in central Edinburgh, with the option of Hybrid working.

Experience

You will have knowledge of Public Procurement legislation (EU and UK) and awareness of the Public Contracts (Scotland) Regulations. You will be a Member of the Chartered Institute of Procurement and Supply.

You will have excellent oral and written communication skills to provide support to stakeholders on procurement processes and to fully participate in both internal and external working groups.

Salary

The current pay band for a Procurement Specialist is £51,556 per year rising to £56,704 per year depending on performance. 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 24th June 2022

The NLB is an Equal Opportunities Employer.

Procurement Specialist

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 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.

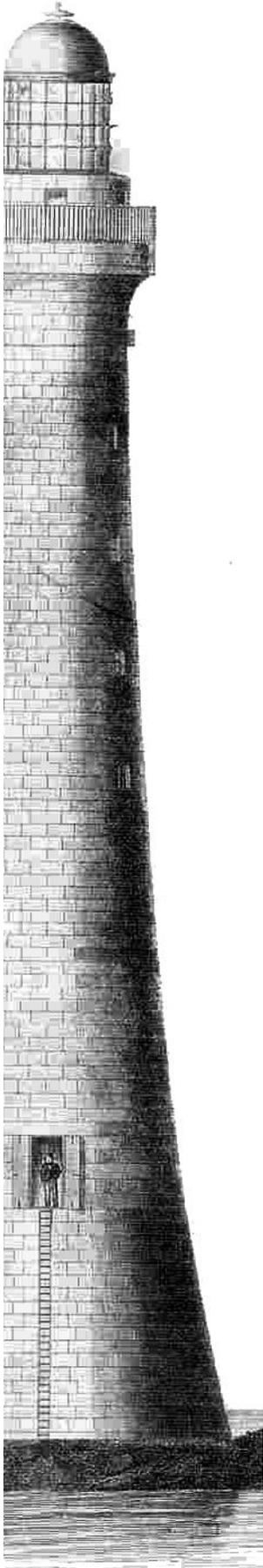
Please be aware that the position may have been advertised over several weeks, and in several locations nationally and occasionally internationally. Our goal is to make a sound decision as soon as we are able. We will be in touch again if there are going to be any significant delays.

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

Email: Jobs@nlb.org.uk



INTRODUCTION

The Northern Lighthouse Board (NLB) has provided a vital safety service to mariners since 1786. Originally tasked with the construction of just four lighthouses: Kinnaird Head, North Ronaldsay, Scalpay and Mull of Kintyre, it gained a reputation for engineering excellence as the number of lighthouses increased in and around the Scottish coast. This was largely down to Robert Stevenson (1772-1850), a civil engineer who was responsible for the design and construction of at least 15 of NLB's major lighthouses.

Today, the organisation, whose headquarters are in Edinburgh's city centre, currently operates and maintains 206 lighthouses and 167 buoys in Scotland and the Isle of Man, as well as providing radio aids to navigation. Their service makes a significant contribution to the prevention of accidents and incidents around the coastline, safeguarding not only lives and property, but also protecting the marine environment which is crucial to the economy of Scotland and the Isle of Man.

As well as their Edinburgh HQ, NLB has a base in Oban, technicians based in Inverness, Shetland and Orkney and two ships. The ships, NLV PHAROS and NLV POLE STAR carry out buoy work, deliver stores and supplies to lighthouses and inspect navigation aids on oil and gas rigs in the Scottish sector. PHAROS also carries out helicopter operations, hydrographic surveying and wreck finding. Between the two ships, there are 57 crew members, four Engineers and four Masters who work on a rotating shift pattern.

NLB 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	<p>Based in our Headquarters at 84 George Street, Edinburgh but with travel to NLB ships, Oban and to other sites.</p> <p>There are no garaging or car parking facilities available in George Street and no staff canteen.</p>
SALARY	<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 this post is £51,556 per year rising to £56,704, depending upon performance.</p>
STATUS AND PROBATION	<p>The post is full-time and permanent.</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>
LEAVE	<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>
HOURS	<p>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.</p>
SMOKING	<p>Smoking at work is only permitted in designated areas.</p>
PENSION	<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 – 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.</p> <p><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></p>
CLOSING DATE	<p>Deadline for receipt of completed applications is Friday 24th June 2022.</p>

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

Procurement Specialist

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"> • Assist in the Development and delivery of an effective Procurement Strategy that supports NLB objectives, achieves value for money and complies with Public Procurement Regulations. • Provide professional advice to stakeholders and project teams on contracts and tendering, including best practice and the enhancement of internal procurement processes • Undertake tendering and contracting activities for contracts exceeding £50k in value. • Evaluate user requirements and specifications to ensure the most appropriate information is available to achieve NLB's objectives and meets user's needs. • Support the implementation of sustainable procurement, impact of Modern Slavery, visibility of contracts, Prompt Payment initiatives and others as these are developed via Cabinet Office. • Represent Procurement on working groups internal and external as agreed with the Procurement Manager • 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 • Collaborate with other GLA Authorities to secure best value supply arrangements. Participate in IGC Sub Group Meetings. Identify other collaboration opportunities. • 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 the Board and customers. 	<ul style="list-style-type: none"> • Compliance • Meeting timescales • User satisfaction • Clean audit • Accuracy and attention to detail. • Prioritise workload and self-management • Time Management • Monitoring/Successful Projects • Quality of Advice • Dealing with OJEU Procurements under an increasingly stringent legal framework and with suppliers heightened awareness of their ability to challenge the procurement process 	<ul style="list-style-type: none"> • Planning • Knowledge of Public Procurement legislation (EU and UK) Awareness of the Public Contracts (Scotland) Regulations S12006 No. 1 • Ensure knowledge is maintained and up to date, DfT Library, Crown Commercial Services Notices, and Supply Management etc. • MCIPS • Supervision and delegation (not Line Management) • IT user • Flexibility • Proactive • Written and oral communication and presentation skills (one to many) • Team player • Negotiation • Time Management • Confidentiality • Ability to work under pressure and to tight deadlines • Dealing with difficult stakeholders and supplier contracts 	<ul style="list-style-type: none"> • Building Relationships (6) • Commitment (7) • Customer Service (12) • Flexibility (6) • Pro-activity (8) • Self Confidence (7) • Team Working (8)

<ul style="list-style-type: none"> • Provide day to day advice and support within the Procurement team including absence cover. 			
<p>Dimensions For The Posts: Procurement value of £15m (approx.) plus one off and Capital Projects in line with the Corporate Plan. Including advertising of all tenders/quotes above £25k to meet transparency requirements and provide assistance and guidance as required for quotes below £25k, 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. Provide cover within the team to ensure c1500 transactions purchase orders per year are issued. Contractual Authority £70K 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
(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: