



Northern  
Lighthouse  
Board

## THE COMMISSIONERS OF NORTHERN LIGHTHOUSES

require a

### Procurement and Stores 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, 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.

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.

Salary range is £26,618 to £29,274 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](mailto:jobs@nlb.org.uk) or download an application from our website [www.nlb.org.uk/who-we-are/vacancies](http://www.nlb.org.uk/who-we-are/vacancies)

**CLOSING DATE:** Monday 17<sup>th</sup> January 2022

***The NLB is an Equal Opportunities employer***

# **Procurement & Stores 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:**

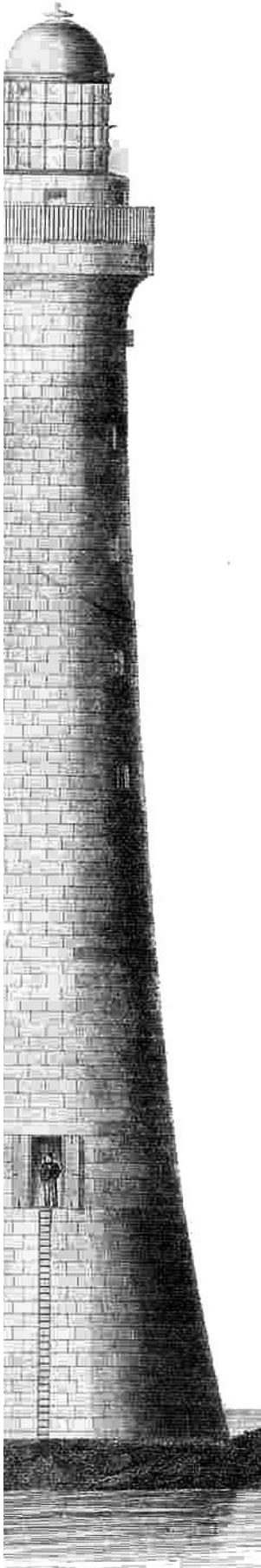
- If you require for the enclosed form to be resent to you in a different format so that you can fill it in more easily, please contact myself at the above address. Examples are a format in Braille, large print or submission via tape recording.
- If you are using our standard application form please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

<b>PLACE OF WORK</b>	<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>
<b>SALARY</b>	<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 £26,618 to £29,274 per annum, depending upon performance.</p>
<b>STATUS AND PROBATION</b>	<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>
<b>LEAVE</b>	<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>
<b>HOURS</b>	<p>The Procurement and Stores Officer will work on a shift basis with the Stores Assistant, and will be required to work the following hours on an alternative week basis:</p> <p>0730 – 1555 Monday – Friday (with one hour for lunch)  0830 – 1655 Monday – Friday (with one hour for lunch)</p> <p>The Procurement and Stores Officer will be required to open the building on Fridays each week. Both roles are jointly responsible for opening up the building each day but will not be required to close the building.</p>
<b>SMOKING</b>	<p>Smoking at work is only permitted in designated areas.</p>
<b>PENSION</b>	<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 – <b>partnership pension account</b>, 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 <b>partnership pension account</b> or decided to opt out of Northern Lighthouse pension arrangements altogether prior to their first monthly payroll payment.</p> <p><i><b>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.</b></i></p>
<b>CLOSING DATE</b>	

	<b>Deadline for receipt of completed applications is Monday 17<sup>th</sup> January 2022</b>
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*These notes are for guidance only and should not be taken as an authoritative statement of the conditions of employment*

### Procurement and Stores Officer

**Purpose:**

Manage the provision of a stores service for all Departments to ensure that supplies are available when and where required. To process purchase orders, manage quotes for goods, works & services and support the Procurement and Supply Team and related NLB activities.

Key Result Areas	Success Factors	Skills/knowledge	Competencies
<ul style="list-style-type: none"> <li>➤ Manage HQ, PPE and engineers stores to ensure compliance with quality, health and safety, and operating procedures, standards and regulations.</li> <li>➤ Manage the maintenance of Survival suits and lifejackets. Liaise with Supplies Officer in Oban and Stores Assistant to ensure accuracy</li> <li>➤ Supervise 1 member of staff, performance in Stores to deliver an efficient and effective service in accordance with NLB policies and procedures</li> <li>➤ 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 Assistant on a weekly basis and cover for leave and absence.</li> <li>➤ Accepting delivery and signing delivery notes to confirm delivery and package is not damaged.</li> <li>➤ Notify purchaser and hold deliveries to ensure they are accounted for.</li> <li>➤ Manage, maintain, record, source, order and issue stock items to ensure necessary supplies are available. Communicate with Oban to ensure stores are utilised</li> <li>➤ Source best method for arranging freight delivery of items to ensure they are delivered to the correct destinations and on a cost effective basis</li> <li>➤ Package valuable items to ensure they are delivered to the appropriate destination undamaged</li> <li>➤ Clean and maintain stores to ensure access is unrestricted at all times</li> </ul>	<ul style="list-style-type: none"> <li>➤ Items and freight recorded against correct cost centre and department</li> <li>➤ Items delivered to correct destination</li> <li>➤ Stock items available when required</li> <li>➤ Stock issues correctly referenced and allocated</li> <li>➤ Quality audit compliance</li> <li>➤ Meeting Deadlines</li> <li>➤ Accuracy</li> </ul>	<ul style="list-style-type: none"> <li>➤ Knowledge of NLB plant and components</li> <li>➤ Knowledge of store items</li> <li>➤ Knowledge of logistics arrangements</li> <li>➤ Time Management</li> <li>➤ Use Pallet Truck and other associated lifting appliances</li> <li>➤ Knowledge of current health and safety, quality and operating procedures and legislation</li> <li>➤ Holds or willing to work towards a stores management qualification or Procurement or Business qualification</li> <li>➤ IT skills</li> <li>➤ Good communication skills</li> <li>➤ Knowledge of MIS</li> <li>➤ Knowledge of Finance systems and Procurement working practices.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Building Relationships (2)</li> <li>➤ Commitment (2)</li> <li>➤ Customer Service (4)</li> <li>➤ Flexibility (2)</li> <li>➤ Pro-activity (2)</li> <li>➤ Self Confidence (4)</li> <li>➤ Team Working (2)</li> </ul>

<ul style="list-style-type: none"> <li>➤ Participate in NLB recycling activity checking the effectiveness of the arrangements.</li> <li>➤ 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.</li> <li>➤ 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.</li> </ul> <ul style="list-style-type: none"> <li>• Reconciles and resolves incorrect invoices against the contracts/purchase orders placed, resolving internal and external issues to allow payment by Finance.</li> <li>• Manage and update a catalogue of all NLB publications, subscriptions and periodicals to ensure effective use, circulation and location for each.</li> <li>• Ensures accurate records of activities are kept to provide a compliant audit trail, highlighting anomalies and reporting non-conformances.</li> <li>• Provides day to day advice to internal customers to ensure understanding and compliance with aspects of Stores and Stock requirements</li> </ul>		<ul style="list-style-type: none"> <li>➤ Knowledge of the application of contracts</li> </ul>	
<p><b>Dimensions:</b>  1 staff for supervision; ; Receive deliveries daily; issue stock daily. Works early shift/day shift rota. Provide support/cover for Facilities/Business Services GPC Holder</p>			

# NORTHERN LIGHTHOUSE BOARD

## Application for Employment

For Official Use Only  
Index No:

<b>PERSONAL INFORMATION (CONFIDENTIAL)</b>
Post Title: <b>Procurement &amp; Stores Officer</b>
It is important that you return this completed form by: <b>Monday 17<sup>th</sup> January 2022</b>

<b>1. Personal Details</b>
Surname:
Forename(s):
Address:

Contact details (Please tick preferred contact detail)	
Telephone	Home:
	Business:
	Mobile:
E-mail	

<b>2. General</b>
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.*



# NORTHERN LIGHTHOUSE BOARD

## Application for Employment

For Official Use Only  
Index No:

**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

# NORTHERN LIGHTHOUSE BOARD

## Application for Employment

For Official Use Only  
Index No:

**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

# NORTHERN LIGHTHOUSE BOARD

## Application for Employment

For Official Use Only  
Index No:

**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.**

# NORTHERN LIGHTHOUSE BOARD

## Application for Employment

For Official Use Only  
Index No:

### 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](mailto:jobs@nlb.org.uk)

# NORTHERN LIGHTHOUSE BOARD

## Application for Employment

For Official Use Only  
Index No:

### 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

# NORTHERN LIGHTHOUSE BOARD

## Application for Employment

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Index No:

**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: