



Northern
Lighthouse
Board

THE COMMISSIONERS OF NORTHERN LIGHTHOUSES

require a

Project Leader

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 NLB's Headquarters in central Edinburgh, as Project Leader you will support the Programme and Renewals Manager by managing a multi disciplinary team to implement the capital and revenue works programme. You will take the lead role on assigned project works, advising on technical and logistical matters to ensure projects are delivered successfully. This will include preliminary and detailed design of projects in accordance with NLB project management, legislation and design codes, preparation, management and submission of revenue and capital budgets and management and control of site works. You will liaise with environmental and regulatory bodies to ensure project compliance and report project progress and financial status to the NLB's Project Board.

You will hold a Degree in a recognised and relevant Engineering discipline and be a member of a relevant professional institute. You will have a proven track record of engineering project management and be a practical engineer with established knowledge across the engineering disciplines. You will have a working knowledge of health and safety and environmental legislation and quality and procurement standards. You will have a full understanding of CDM and its application within project design and delivery taking the lead on CDM client responsibilities. You will have demonstrable financial planning, and employee management experience along with well developed communication skills.

Salary range is from £51,556 per year rising to £56,704 per year. Benefits package includes, career average occupational pension scheme; flexible working and generous leave arrangements

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: Tuesday 18th May 2021

The NLB is an equal opportunities employer.

Project Leader

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:

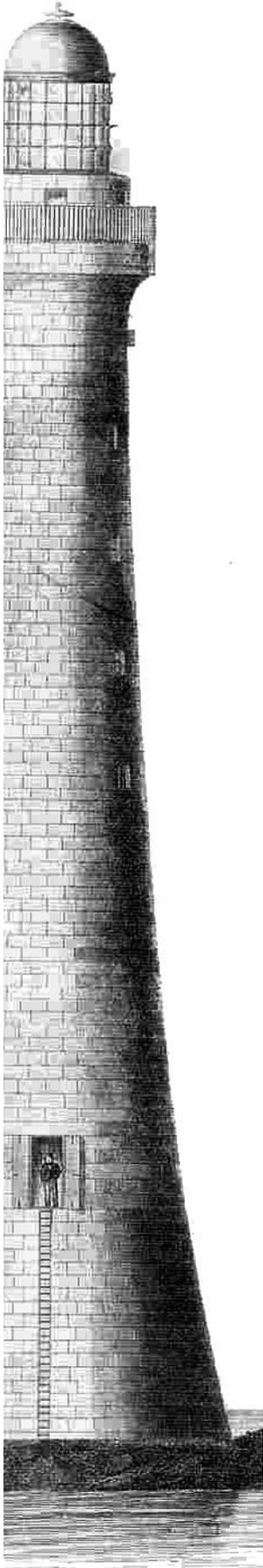
- If you require for the enclosed form to be resent to you in a different format so that you can fill it in more easily, please contact myself at the above address. Examples are a format in Braille, large print or submission via tape recording.
- If you are using our standard application form please 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 £51,556 to £56,704 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 18th May 2021

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

Project Leader (Electrical)

Purpose: To support the Programme and Renewals Manager by supervising a multi disciplinary team to implement the capital and revenue works programme			
Key result area	Success factors	Skills and knowledge	Competencies
<ul style="list-style-type: none"> • Act as lead on project works, advising Department Manager on technical and logistical matters to ensure projects are delivered successfully. • Prepare, manage and submit revenue and capital budgets to enable necessary works to be carried out to time quality and cost requirements • Contribute to development of department strategies and supervise project team accordingly to enable delivery of objectives. • Preliminary and detailed design of projects in accordance with legislation and design codes • Prepare and manage contracts in accordance with procurement and quality guidelines to enable delivery of multi disciplinary projects and services • Manage and control site works and personnel to ensure completion of works to time, quality and cost targets (including ship and helicopter programming) • Prepare and deliver regular reports on projects progress and financial status • Liaise and consult with Environmental and regulatory bodies to ensure compliance and maintain image of NLB. • Produce Health and safety documentation for projects and ensure compliance of (internal and external) project personnel to meet legislative requirements. • Manage own and staff CPD to ensure awareness of and capability with latest technologies and approaches • Prepare and deliver Operation & Maintenance Manuals and hand over completed projects to Maintenance Department. 	<ul style="list-style-type: none"> • Satisfaction of Team Leader in terms of advice • Completion of tender process • Contracts awarded • Quality of project documentation • Project completions (time, budget and quality) • Risks assessed, recorded and communicated • Site Safety. • Innovative and effective solutions • Compliance with legislation • Team morale • Quality of working relationships with external bodies 	<ul style="list-style-type: none"> • Degree in Electrical Engineering or Electrical based degree, i.e. Electro - Mechanical • Member of professional institute (IET, MICE, IEng, AMICE) Experience of supervising multi-disciplinary project team • Knowledge of ship dry dock would be preferable • Working knowledge of H&S & Environmental legislation and quality and procurement standards • Excellent interpersonal skills to operate at management level • Management Supervisory skills • Planning & organisational skills • Financial management • Consultation, Influencing & negotiation skills • IT User 	<ul style="list-style-type: none"> • Building Relationships (4) • Commitment (6) • Customer Service (12) • Flexibility (4) • Pro-activity (6) • Self Confidence (6) • Team Working (6)
Dimensions: 2-4 direct staff, Supervisory responsibility for up to 10 contractors personnel Budget £0.75m - £1.25m, Responsibility for up 5 projects annually. Responsible for all project aspects with contractors/consultants/external bodies			

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

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

For Official Use Only
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: