



Northern  
Lighthouse  
Board

## THE COMMISSIONERS OF NORTHERN LIGHTHOUSES

Currently have a vacancy for a

### 2<sup>nd</sup> OFFICER

For service onboard their Aids to Navigation Tenders on a fixed manning rota – 28 days duty followed by 28 days leave.

#### 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

As Second Officer you will assist in ensuring the safe and efficient operation of an NLB Vessel. Duties include undertake passage planning, full navigation watches, supervision of Helicopter operations and acting in capacity of Helicopter Landing Officer, deputise for the Chief Officer as required, maintenance of equipment, systems and records.

#### Skills/ Experience Required

You will hold a valid MCA STCW '95 Reg. II/2 Chief Officer Unlimited Certificate, a valid unrestricted MCA Medical Certificate (ENG 1) and will have undertaken Elementary First Aid, ECDIS, ISPS and other relevant STCW training courses. You will have well developed Seamanship and Navigation Skills together with a working knowledge of statute and regulations. Flexibility and a willingness to acquire new skills are essential, as are good interpersonal skills and the ability to communicate at all levels.

#### Salary and Benefits

- £42,843 per year rising to £47,094 depending on skills and experience
- A Civil Service Pension with an average employer contribution of 27%
- Generous sick pay scheme and family leave policies.
- Excellent training and development opportunities

For further details and an application pack please 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: Thursday 22<sup>nd</sup> February 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)

<b>Place Of Work</b>	MV Pole Star or MV Pharos
<b>Salary</b>	£42,843 per annum rising to £47,094 depending on skills and qualifications
<b>Leave</b>	<p>Each Lighthouse Tender is manned by 2 separate operational complements of Marine Staff, with each complement alternately relieving the other at intervals of 28 days. It follows that each member of the Marine Staff is on leave ashore on every alternate 28 days cyclic period.</p> <p>All leave in respect of Saturdays, Sundays and Public Holidays is subsumed in the above arrangements.</p>
<b>Changeover Expenses</b>	Travelling and subsistence expenses necessarily incurred on joining, and returning home from, a Lighthouse Tender at the beginning and end of each 4 week period of duty will be reimbursed.
<b>Uniform</b>	Uniform and personal protective clothing is provided.
<b>Pre-employment Checks</b> – these will be implemented following offer and acceptance of post	<ul style="list-style-type: none"> <li>• Right to Work Check</li> <li>• Two references</li> <li>• Occupational Health Referral</li> <li>• Training Certification Check</li> </ul>
<b>Personal Support</b>	<ul style="list-style-type: none"> <li>• Enhanced Maternity and Paternity Pay</li> <li>• Paid leave for family emergencies and bereavement</li> <li>• Access to Employee Assistance Programme</li> <li>• Sick pay at 6 months full pay then 6 months half pay</li> </ul>
<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><b><i>There are arrangements for transferring pension rights to and from other pension schemes, and for increasing scheme benefits</i></b></p>

	<b><i>by the payment of additional voluntary contributions or buying added pension.</i></b>
<b>Closing Date</b>	<b>Thursday 22<sup>nd</sup> February 2024</b>

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



## Northern Lighthouse Board

### **JOB ROLE – SECOND OFFICER**

1. To deputise for the Chief Officer when required
2. To maintain all GMDSS equipment and records on board
3. To take part in a full navigational watch at sea or at anchor as directed
4. To take part in harbour watches where required
5. To advise coxswain and if required take charge of workboat away from vessel, and take charge of crew whilst working ashore.
6. To act as Helicopter Landing Officer and supervise Helicopter operations as required
7. To comply with safe working practices.
8. To encourage and promote implementation of and compliance with ISM Code.
9. To maintain records of garbage disposal and to direct the Catering department accordingly.
10. To be the first point of contact for first aid, maintain the medical locker to appropriate MCA scale and maintain log and records therein.
11. To maintain buoy maintenance records, and to ensure full stock of spares and paint for buoy working kept on board.
12. To send requisition forms for buoy or beacon spares to NLB Oban.
13. To liaise with Navigation section to maintain computer database of Statutory and local authority lights and buoys inspections and advise Master of status.
14. To maintain 'Watchkeeper' program on computer, to ensure STCW Hours of Rest are complied with, by ships crew.
15. To ensure timely despatch of monthly and other abstracts to ISM admin.
16. To maintain back up paper and electronic navigational charts and publications to the latest corrections.
17. To prepare paper and electronic charts, and passage plan for each voyage.
18. To be responsible for, and keep records of, the maintenance of Life Saving Appliances and Fire Fighting Equipment.

19. To inspect/ maintain self inflating lifejackets, and advise Chief Officer when due for service ashore.
20. To maintain computer database of all ships manuals and update lists as required.
21. To carry out Safety Briefing for new crew members and all other passengers including contractors and ensure that the Helicopter Safety video has been watched by all personnel flying in the helicopter.
22. To be responsible for the availability and onboard operation of the ships hydrographic survey equipment.
23. Report any defects on launch engines/ outboards or associated equipment to Ch/ Eng/.



Northern  
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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](mailto:Jobs@nlb.org.uk)

# NORTHERN LIGHTHOUSE BOARD

## Application for Employment

For Official Use Only Index No:
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### PERSONAL INFORMATION (CONFIDENTIAL)

Post Title: **Second Officer**

It is important that you return this completed form by: **Thursday 22<sup>nd</sup> February 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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## Application for Employment

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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

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)

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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: