



| ROLE PROFILE | |
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| Job Title: | Navigation Services Manager (NSM) |
| Reporting to: | Director of eNavigation and Maritime Services |
| Direct reports: | 5 |

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| Organisation | <p>Mission: Safe Navigation at Sea</p> <p>Vision: Next Generation Maritime Services</p> <p>Irish Lights Values: Professionalism, Respect, Trust, Quality, Innovation, Collaboration.</p> <p>Irish Lights Motto: <i>'For the Safety of All'</i></p> <p>Irish Lights Strategy: 2018-2023 <i>'Safe Seas – Connected Coasts'</i>.</p> |
| Purpose of the Role | <p>Reporting to the Director of eNavigation and Maritime Services, the Navigation Services Manager will be responsible for leading a team that provides expert navigation and maritime safety advice to the senior management team, CEO, Board and external stakeholders of Irish Lights and for the provision and ongoing development and delivery of key statutory and operational services that meet the challenges and opportunities that exist in the wider national and international environment.</p> <p>A key element of this role will be stakeholder engagement at international, national and local level, the articulation of stakeholder needs (AToN and related services), based on risk and opportunity assessment and the translation of these into service delivery requirements and targets.</p> <p>Working in the eNavigation and Maritime Services Department the NSM role will manage the Navigation Services Team, oversee the operation of the Granuaile and work closely with the Commercial Manager and the Design & Development Hub Team. The work will involve activity across all five Strategic Focus Areas.</p> <p>As a member of the Senior Management Team (SMT), the NSM will collaborate across the organisation to provide overall organisation level leadership and direction; implementation of organisational values and collective delivery of the Safe Seas – Connected Coasts 2018-2023.</p> |

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| <p>Skills and experience</p> | <p>Essential</p> <ul style="list-style-type: none"> • STCW Master Mariner II/2 Unlimited qualification' or equivalent. • Extensive maritime experience at a senior level including navigation of merchant vessels. • Familiarity with wider maritime legislation, regulations and safety policy environment at national and international level. • Knowledge and appreciation of the international and national stakeholder landscape. • Established network of national and coastal contacts. • Record of team and organisational leadership. • Record of delivery on budget and time targets. • Good knowledge modern navigation aids and emerging technology. • Extensive knowledge of IALA Requirements and AtoN use. • Excellent, verbal, report writing, communication and people skills. • Strong ICT skills. <p>Desirable</p> <ul style="list-style-type: none"> • Degree or equivalent professional qualification. • Extensive coastal knowledge. • Command Experience or equivalent responsibilities. • Navigation Risk Assessment qualification or experience. • Membership of professional organisation. • Established network of international contacts. • Demonstrated experience of influencing national and international maritime policy and regulation. • Experience of working with international maritime organisations including IALA and IMO and influencing specific agenda's or outcomes. • Management of Commercial Contracts. |
| <p>Navigation Services Section</p> | <p>The Navigation Services Section will provide direction and exert advice and analysis on issues relating to navigation and maritime affairs and ship superintendence.</p> <p>The primary responsibilities of the section will include:-</p> <ul style="list-style-type: none"> • Leadership of the Nav Services Team including all HR management and development activities, including PADS, training and ensuring that the Irish Lights Career Development Framework is successfully implemented throughout the Nav Services Team. • Aids to Navigation Requirements (including eNavigation) • Foresight, Requirements Gathering and Planning to inform the development and delivery of existing and new statutory and where appropriate value added and commercial services. • Development and Management of key senior level relationships with DTTAS (Coastguard and MSO), Navy, RNLI, MCIB, MCA, UKHO, GSI, MI.... • Development and Management of Key National Relationships with Commercial Shipping, Fisheries and Aquaculture and Leisure Sectors. |

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| | <ul style="list-style-type: none"> • Preparation of annual plans, budgets, external and internal submissions, Board papers, oversight of capital expenditure, Business Continuity Plan, Risk Register, oversight of audit activities and all safety matters for the section. • Level of Service Assessment and Policy Development • Navigation Risk Assessment and Traffic Analysis • AtoN User and Provider consultation • Local AtoN Superintendence and Management • Development and Provision of Services to Local Lighthouse Authorities Ports and Services. • Preparation and Processing of Statutory Sanctions • Development and delivery of new services to support Marine Spatial Planning. • Collaboration with national and local agencies to deliver national response capability for marine incidents. • Development of Policy and Service Delivery Standards for Met Ocean Service. • Liaison with GLA Navigation Teams • Representing Irish Lights at relevant national and international committees and events. • GIS and Charting services. • Attendance at relevant IALA Committees and events. • Superintendence and management support to the Granuaile. • Facilitate Granuaile liaison with Coastal Operations Team and across the organisation. • Ensure strong two way communications between the Granuaile and the ENav Department to ensure that ship borne operational and navigation expertise and experience is factored into service development discussions. • Support the Communications Manager to promote the work of the Irish Lights. |
| <p>Duties and Responsibilities</p> | <p>The Navigation Services Manager will lead the team responsible for delivery of the services outlined above.</p> <p>As a member of the Senior Management Team, the NSM will collaborate with others to provide overall organisation level leadership and direction; implementation of organisational values and collective delivery of the Safe Seas – Connected Coasts 2018-2023.</p> <p>The NSM will work with the Director of eNavigation and Maritime Services to establish strategy, policy and procedures for the activities under his/her management. The NSM will work closely with other Directors and Managers to ensure a coordinated and collaborative approach to delivery of the Safe Seas – Connected Coasts Strategy.</p> <p>Of primary importance is the determination of an effective AtoN requirements and level of service framework and assessment of risks, challenges and opportunities that impinge on the delivery of this requirement. This includes</p> |

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| | <p>responsibility for General and Local AtoN service provisions, its ongoing development in the context of stakeholder requirements and evolving technology and relevant stakeholder contact as outlined above.</p> <p>Aids to Navigation are an important maritime safety service and part of the Irish and UK critical national infrastructure. In addition, the external image of Irish Lights is heavily influenced by the manner in which we deliver our AtoN Services. Reliable and professional delivery of these responsibilities is of critical importance.</p> |
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| <p>Key competencies and behaviours</p> | <p>Values The NSM will, above all, be expected to demonstrate through their behaviour and approach a commitment to the Irish Lights values of Professionalism, Respect, Trust, Quality, Innovation and collaboration</p> <p>Competency Framework Irish Lights uses a detailed Competency Framework approach to support and develop employees throughout their careers. The key competencies for the NSM role are set out below.</p> <ul style="list-style-type: none"> • Personal Responsibility The NSM will lead a team focussed on Navigation Safety and will be expected to take personal responsibility for the effective delivery of the teams input to the achievement of Irish Lights strategy and objectives. <p>As a member of the Senior Management Team, the NSM will model appropriate behaviours that reflect Irish Lights values and reputation.</p> <p>The NSM will ensure that they and their team keep abreast of emerging developments in navigation and share their knowledge and expertise across the organisation.</p> <ul style="list-style-type: none"> • Manage Work The NSM will plan work effectively, setting clear priorities and recognising the need for flexibility in the 365/24/7 operational environment. • Communicate Effectively The NSM will ensure personal and team activity is communicated effectively within the organisation and externally • Teamwork The NSM will develop the Navigation Services team to ensure they are in a position to effectively deliver the statutory, commercial and added value services required and are a centre of continuous improvement and innovation within the organisation. |
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As a member of the Senior Management Team Engage the NSM will contribute positively to the team and actively support team members and team decisions

- **Leadership**

The NSM will act as a role model for their own team and for others, and act in a way that demonstrates commitment to Irish Lights values and organisational decisions.

The NSM will empower their team through clear depiction of the strategic direction of the team and organisation setting achievable stretch targets and objectives.

It is particularly important that the NSM show leadership in collaboration across the organisation, supporting others and engaging in constructive challenge where required.

- **Drive for results**

The NSM will set high standards of performance personally and for their team, address issues where target achievement is in doubt and assume responsibility and accountability for successful completion

The Irish Lights strategy recognises the pace of change in navigation requirements and technology. The NSM will ensure that their team are open to continuous improvement while prioritising work to ensure delivery of key activities.

- **Strategic Thinking**

The NSM will lead on the transformation of the navigation elements of the Safe Seas – Connected Coast strategy into service delivery. This will require a strategic focus on pathways to delivery and close understanding of international developments

The NSM will ensure that the requirements and functions of other Departments and Sections are understood by the Navigation Services team and that team objectives are aligned with organisation level goals and plans

The NSM will develop the Navigation Services section as a centre of excellence and innovation in their field and ensure effective communication of their activity

- **Supporting others**

The NSM will foster a culture of performance and development within a positive team environment where each person's professionalism and contribution is valued and respected

The NSM will use Irish Lights Performance and Development System and Competency Frameworks to ensure team members are offered appropriate personal development opportunities

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| Stakeholder relationships | <ul style="list-style-type: none">• Colleagues in Irish Lights• Irish and UK Governments and agencies• Ports, harbours and local authorities• Ship owners, bridge teams, ships agents and freight forwarders• Fishing vessels, their crews and owners• Leisure vessels, their crews and owners• Commercial offshore energy operators• Aquaculture developers• Commercial customers and suppliers• Trinity House and Northern Lighthouse Board• IALA and International Navigation Services Providers• Third level and other research institutions• Coastal Communities and the wider public |
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