



Commissioners of
IRISH LIGHTS

Navigation
and Maritime
Services

CANDIDATE BRIEFING PACK

HR Advisor

10 month Contract (Maternity Leave cover)



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| Head Office Location: | Harbour Road, Dun Laoghaire, Co Dublin, A96 H500 |
| Vacancy: | HR Advisor |
| Remuneration: | Starting at €49,000 per annum plus attractive benefits package |

Background

The mission of Irish Lights is Safe Navigation at Sea. We are a maritime organisation delivering essential 24/7 safety and navigation services around the coast of Ireland, 365 days a year. Our vision is to protect lives, property, trade and the environment by delivering next generation maritime services at the interface of navigation technology, engineering and data management.

Irish Lights is responsible for Maritime Aids to Navigation under the Safety of Life at Sea (SOLAS) Convention. This remit includes the provision and maintenance of over 330 general aids to navigation, the superintendence of approx. 3,300 local aids to navigation, and marking or removing dangerous wrecks outside harbour areas around Ireland.

Irish Lights also provides a range of navigation and contract commercial services including ship charter, buoy and maritime data. We provide value added services to support the development of the broader maritime economy including Met and Coastal Data Services. The Irish Lights tourism and heritage initiative, the 'Great Lighthouses of Ireland' was developed in partnership with local communities and offers visitors from home and abroad the chance to visit or stay in a working lighthouse.

See our website www.irishlights.ie for further details.

Mission Statement

'Safe Navigation at Sea': To be a leading and innovative provider of reliable, efficient and cost effective navigation and maritime services for the safety of all.

Values

Irish Lights' strategy will be delivered by holding true to the values of the organisation. Our Values set the foundation for our interactions with our stakeholders, customers, suppliers and the community. These values, which are the cornerstone for the success of the organisation, are as follows:

- Professionalism
- Respect
- Trust
- Quality
- Innovation
- Collaboration

Strategic Direction

Irish Lights have launched our new strategy "Safe Seas - Connected Coasts" which is available on the website.

The strategy recognizes the exciting and challenging trends in the maritime sector at national and international level. It places a strong emphasis on positioning Irish Lights to play a leadership role in the delivery of next generation navigation and safety services, enabled by innovation and technology.

We have accordingly set ourselves six ambitious outcomes that we want to deliver over the period 2018 - 2023. These outcomes reflect the modern role of Irish Lights delivering navigation, safety and allied maritime services and supporting the growth of the maritime economy.

(1) For the Safety of All

Irish Lights is focused on the delivery of proactive, reliable and value-for-money services for all stakeholders and customers. We are proud to provide a depth and breadth of expertise at the interface of navigation, engineering, technology and data management. We are committed to delivering on our role as a member of the value chain of maritime safety services on the island of Ireland and our relationship with Trinity House and Northern Lighthouse Board ensures that these services are delivered in a consistent manner with the UK.

(2) International Maritime Leadership

The nature of AtoN services is that they must be internationally standardised to serve a global industry. Technology development and convergence requires that over the period of this strategy Irish Lights exercises a far broader international influence than was necessary in the past. We will do this by achieving early influence with international bodies such as the International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA), International Maritime Organisation (IMO), International Hydrographic Organisation (IHO) and International Telecommunication Union (ITU) over policy, regulation and standards that impact on navigation safety and through sharing information, expertise and resources to the benefit of all parties.

(3) Technological Innovation

Across the maritime sector there is recognition of the increasing pace of technological development and the role new technology can play to improve safety and performance. Irish Lights will continue to lead on the adoption of new technology that delivers safety and economic benefits for the maritime sector. We will support the trial and implementation of advanced engineering, communications and data technologies and engage in ongoing consultations with regulators, providers and users as appropriate. In particular we will ensure user input into the selection and development of emerging technology solutions.

(4) Collaboration and Partnership

Irish Lights works closely with a matrix of local, national and international partners who collaborate with us to enable us to deliver a diverse suite of services. Essential to our success is our relationships with key marine agencies and local authorities around the coast of Ireland and Northern Ireland. Over the period of this strategy we will strengthen our existing partnerships to support the delivery of key services and where necessary form new partnerships for added value and commercial service delivery.

(5) Delivery of Added Value

Delivery of our core services requires investment in infrastructure and expertise which can be utilised to provide added value. Over the period of this strategy we will seek to strengthen the wider

contribution that Irish Lights makes by targeting our expertise, asset base and proven technological capabilities to deliver maximum value and public good services in the interests of our stakeholders, coastal communities and the wider economy.

(6) Safeguarding the past – Positioning for the Future

While our focus in this strategy is very much on the future, we have confidence that in facing this future we are building on the ingenuity and resilience of the people who worked in Irish Lights over the generations. Moreover we have in our stewardship a tangible legacy of the past in the unique set of heritage assets which we own and these have significant value and potential in the development of tourism, education, research and community based initiatives. Over the period of this strategy, we will continue to build on the international success of our 'all island' tourism initiative, Great Lighthouses of Ireland and we will work with third parties to protect, develop and promote our unique archive and heritage assets for the benefit of the Irish public.

As the strategy unfolds over the period 2018 to 2023 we will work closely with all stakeholders to meet their evolving needs and to achieve our vision.

Our four departments:

The **eNavigation and Maritime Services** (EMS) Department is a newly created Department and will lead on foresight, policy and stakeholder engagement and the design, development and delivery of new electronic AtoN and maritime information services. It has three key functional units: (i) Navigation Requirements and Services (ii) Commercial Services (iii) eNavigation & Maritime Services Design & Development Hub.

The **Coastal Operations** (CO) Department in the new structure is focussed on delivery of operations on the coast and the Dun Laoghaire facility.

The **Information and Communication Technology** (ICT) Department supports the efficient and effective execution of the organisation's business processes, design of network and systems architecture and management of ICT infrastructure and networks.

The **Corporate Services** (CSD) Department is responsible for Finance and Management Accounting, Corporate Governance, Annual Corporate Plan & KPI Reporting, Legal and Insurance, Procurement, Support to Commercial Services and Business Continuity.

In addition the Human Resources Team, Communications Manager and Programme Manager report directly to the Chief Executive.

Purpose of the Role:

This role provides central support to the HR Manager in the management of absence, occupational health and employment law requirements. The HRA supervises the post of HR Support and ensures the administration of the section is carried out efficiently and effectively.

Training and Development

- Work with Directors and managers to develop and optimise the Training and Development function to ensure its effectiveness in supporting the delivery of the organisations strategy
- Manage the Training Budget and encourage Value for Money assessment
- Drive the Training & Development Strategy to ensure that no training gaps exist and that employees can meet their full potential
- Lead initiatives to promote a culture of continuous learning in support of high performance working
- Monthly reporting to CEx and Directors on completion statistics and budget spend

Absence Management/Occupational Health

- Manage the Irish Lights Sick Leave Scheme and Employee Welfare Policies including application of the rules and regulations
- Manage Occupational Health provision ensuring a fit for purpose, efficient and value for money service which meets statutory obligations
- Advise and proactively guide managers in relation to absence management and Mental Wellbeing
- Produce Sick Statistics and recommendations for improvement for the Board/Corporate Plan
- Produce statistics for the Tri GLA KPI
- Monthly reporting to CEx and Directors on short and long term statistics and occupational health interventions

Employee Wellbeing

- Manage the Employee Assistance Programme contract ensuring a valuable and effective delivery of service to employees
- Drive workplace wellbeing by implementing best practice initiatives
- Manage the internal Employee Wellbeing Strategy and ensure proactive promotion of material and events

Compliance

- Input to the development of Irish Lights HR strategy, policies, services and procedures ensuring compliance with relevant statutory legislation and best practice and alignment with the needs of a modern organisation
- Lead and advise management team on internal policy, practice and procedure
- Design and implement training programmes for managers and employees on Irish Lights policy
- Manage the Irish Lights Employee Handbook and ensure availability to all employees
- Supervise Time & Attendance monitoring including the application of rules and regulations in line with the Organisation of Working Time Act

Process

- Assist HR Manager and HR Advisor in Recruitment and Selection as required
- Supervision of HR Support
- Manage Employee Leave Entitlements
- Ensure that all HR records are kept up to date, accurate and held securely
- Prepare Monthly HR Report and other HR reports as required
- Assist and provide accurate and relevant information to both internal and external auditors
- Ability to prioritise work and work to deadlines
- Strategic approach to responsibilities
- Deliver on objectives agreed in the Performance and Development System (PADS)

Skills and experience

Essential

- Degree level qualification and ER/IR/HRM experience in multi-union/complex environment
- 5 years' experience of advising management on employment law matters
- Capable of building relationships with leadership teams, employee representatives, external advisors and trade union representatives at local level
- Strong interpersonal and communications skills
- Ability to work effectively under pressure
- A good knowledge of all Irish Lights operations
- Ability to maintain confidentiality at all times.

Desirable

- Experience in conflict resolution and workplace negotiation
- Experience of HR databases, ideally Softworks, with experience in data reporting and analysis

Terms and Benefits

- **Salary** – A salary starting at €49,000 per annum is on offer together with a range of attractive benefits.
- **Pension Arrangements** – There is an option to take out a PRSA or to join the Pension Scheme.
- **Annual Leave** – 21 days annual leave.
- **Travel and Subsistence** – Travel and subsistence expenses are paid to employees required to travel, in accordance with approved rates.
- **Training and Development support** – Irish Lights aims to ensure that all employees have the knowledge, skills and experience necessary to be successful in their roles and to fulfil their career potential.
- **Family Friendly Policies** – Irish Lights has a range of family friendly policies that allow employees to balance work with other aspects of their lives.
- **Maternity/Paternity/Adoptive/Parental Leave provisions** – Maternity, paternity, parental and adoptive leave benefits are enhanced beyond the statutory entitlements.
- **Employee Assistance Programme (EAP)** – Irish Lights provides an independent, 100% confidential EAP service, delivered through VHI, offering professional and impartial advice, information and counselling on a range of issues. This service is free to employees and is also available to immediate family members.
- **Occupational Health Service** – Irish Lights works with an independent Occupational Health service provider, who provides support and advice for employees who have an illness or a medical condition affecting their ability to work.
- **Sickness Absence Provisions** – For employees unfortunate enough to become ill, the Sick Leave Policy provides up to a total of 13 weeks paid leave (less any social welfare payments) in one year, followed by a further 13 weeks half pay (less half of any social welfare payments) thereafter, subject to a maximum of a total of 26 weeks paid sick leave in any four year period.
- **Canteen** – There is an onsite canteen that offers a variety of options for breakfast and lunch.
- **Car parking** – There is onsite car park available to employees at our Dun Laoghaire office.
- **Taxsaver Scheme** – Employees who travel to work using public transport can avail of an Annual Taxsaver ticket which provides significant savings on travel costs.
- **Bikes for Work Scheme** – Employees who cycle to work or use a bicycle on part of their journey can avail of the Bikes for Work Scheme.
- **Eye sight test** – Employees can avail of an eye sight test voucher.