



Commissioners of
IRISH LIGHTS | Navigation
and Maritime
Services

CANDIDATE BRIEFING PACK

Design & Support Technician (DST)
eNavigation and Maritime Services Department



Head Office Location:	Harbour Road, Dun Laoghaire, Co Dublin, A96 H500
Vacancy:	Design & Support Technician, eNavigation and Maritime Services Department
Remuneration:	A starting salary of €31,000 rising to €38,000 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

Our four departments:

The **eNavigation and Maritime Services (EMS)** Department leads on foresight, policy and stakeholder engagement and the integrated design, development and delivery of visual/electronic AtoN and maritime information services, and also provides technical support for coastal maintenance activities. It has two key functional units: (i) Navigation Services (ii) Design & Development Hub. The Design and Support Technician role will work within the Design & Development Hub.

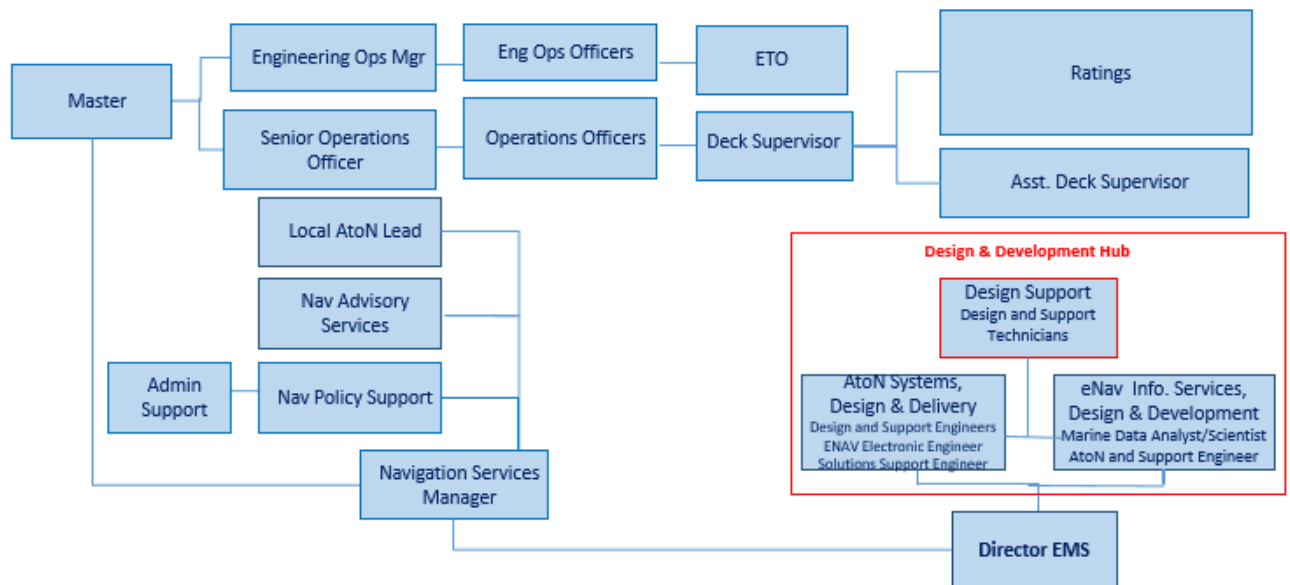
The **Coastal Operations (CO)** Department is focused on delivery of operations on the coast and the Dun Laoghaire facility. It has three functional units: (i) **Operations & Property Management**, which is responsible for coastal infrastructure performance and management, including lighthouse refurbishment projects, planned and breakdown lighthouse maintenance, property and asset management, (ii) **Support & Planning section** which has responsibility for the Dun Laoghaire facility, buoy production, planning and support services, and (iii) **Safety Management**. The Lighthouse Technicians work within this department.

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.

Reporting Relationship (EMS)



Scope of the Design & Support Technician role

The Design and Support Technician (DST) provides support for lighthouse and Aid to Navigation (AtoN) work packages and for other incidental projects. They prepare drawings, work packages and bills of quantities, advise on design, source and order materials (in cooperation with procurement) and prepare materials for dispatch. For outsourced work detailed drawings and specifications are particularly important. They also assist with risk assessments and safe work procedures. Their work involves site visits to lighthouses to survey, measure and estimate requirements. DST will also update drawings and manuals for ongoing changes when required. The role will be primarily mechanical and electrical but working in a multi-disciplinary team.

Main duties and responsibilities of the role include:

- Flexible support to meet organisational requirements
- Timely preparation of drawings and bills of quantities
- Preparation, where required, of risk assessments and work statements
- Sourcing of materials in accordance with procurement manual
- Coastal visits to lighthouses as instructed
- Filing of drawings and records
- Maintaining up to date AtoN manuals
- Implementation of work programme
- Maintaining positive environmental standards and procedures
- Contractor management
- Assistance with preparation of management and board reports
- Risk, safety and environmental management
- Continuous improvement cycle for systems, processes and policies
- Research and development, industry and sector awareness
- Commitment to self-development and delivery on objectives agreed in the Performance and Development System (PADS)
- Committed to the Irish Lights Strategy 2018 - 2023: "Safe Seas - Connected Coasts"

Key Requirements, Qualifications, Experience and Required skills

Essential

- Experienced CAD operator
- Technician qualification in mechanical and/or electrical engineering, or relevant discipline
- Mechanical and/or electrical technical design experience
- An understanding of M&E installation, systems, equipment and relevant standards
- Excellent record keeping skills
- Strong ICT skills
- Excellent written and verbal communication skills
- Good report writing skills
- Good organisational and interpersonal skills
- Ability to prioritise work and work to deadlines
- Full clean driving licence

Desirable

- Membership of professional organisation
- Experience of coordinating/managing external support contracts
- Detailed coastal knowledge

CORE COMPETENCIES AND BEHAVIOURS



Personal Responsibility: Taking responsibility for actions and being open to change

Manage Work: Identifying, prioritising and organising work for delivery. Taking ownership and being accountable for own work.

Communicate Effectively: A two way information sharing process which involves sending a message in a clear and responsible way that is easily understood.

Team Work: Working collaboratively with others, both within and outside your department, to achieve the best outcome.

Terms and Benefits

- **Salary** – A starting salary of €31,000 rising to €38,000 per annum plus attractive benefits package
- **Pension Scheme** – The pension arrangements form an important part of the pay and reward package offered to employees. The pension scheme is a defined benefit occupational pension scheme and Irish Lights contributes generously towards this.
- **Annual Leave** – 21 days, increasing to 23 days after 7 years continuous services and 26 days after 12 years continuous service.
- **Travel and Subsistence** – Travel and subsistence expenses are paid to employees required to travel, in accordance with agreed 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.
- **Death in service pension benefits** – The pension scheme will pay 2 times annual salary to a nominated person(s) in the event of a member's death in service.
- **Eye sight test** – Employees can avail of an eye sight test voucher.

Selection Process

Applications will be reviewed and shortlisted. Due to COVID restrictions the first round of interviews will be held via Zoom.