



Commissioners of  
**IRISH LIGHTS** | *Navigation  
and Maritime  
Services*

***CANDIDATE BRIEFING PACK***  
**Navigation Policy and Support Officer**



<b>Head Office Location:</b>	Harbour Road, Dun Laoghaire, Co Dublin, A96 H500
<b>Vacancy:</b>	Navigation Policy and Support Officer
<b>Remuneration:</b>	Starting at €56,000 per annum rising to €64,500 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](http://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 are well advanced on implementing our 2018 strategy “Safe Seas - Connected Coasts” which is available on the Irish Lights website. [Strategy and Performance \(irishlights.ie\)](http://irishlights.ie)

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 has unfolded over the period 2018 to 2023 we have continued to 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 was created in 2019 and leads on foresight, policy and stakeholder engagement and the integrated design, development and delivery of visual/electronic AtoN and maritime information services. It also provides technical support for coastal maintenance activities. It has two key functional units: (i) Navigation Requirements and Services (ii) eNavigation & Maritime Services Design & Development Hub.

The Navigation Policy and Support Officer role sits within EMS Department.

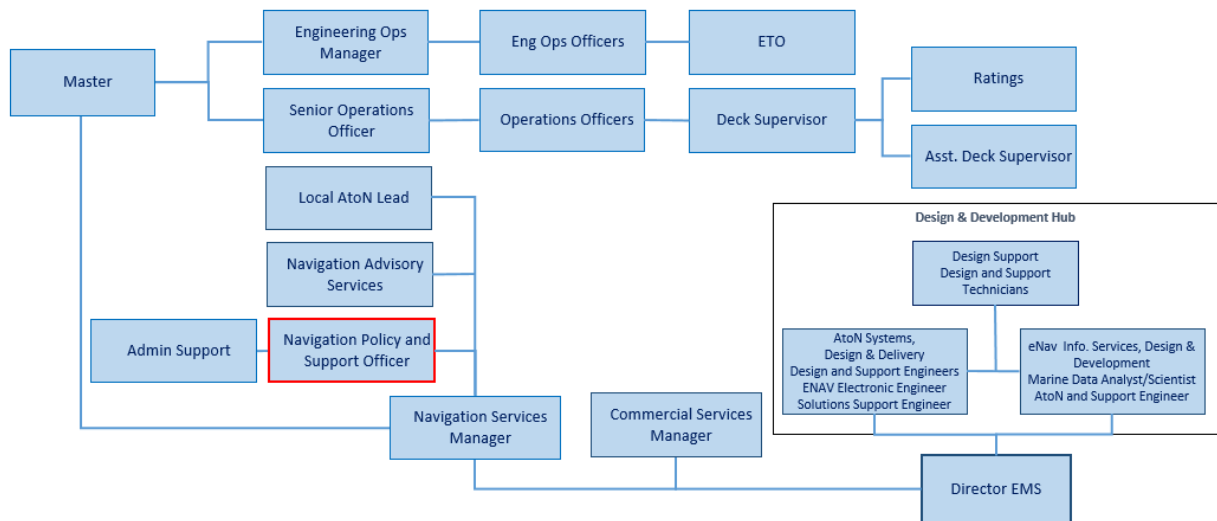
The **Coastal Operations** (CO) Department is focused on delivery of operations on the coast and the Dun Laoghaire facility. It has four functional units: **(i) Operations & Property Management**, which is responsible for coastal infrastructure performance and management, including lighthouse refurbishment 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 and (iv) Commercial Services**.

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)



### Overview of the Role

Reporting to the Navigation Services Manager (NSM), the Navigation Policy and Support Officer (NPSO) is a mid-senior role requiring excellent analytic, organisation, communication, teamwork and interpersonal skills. The role is client facing and requires someone who is comfortable liaising with stakeholders. These stakeholders include the maritime and government sectors (including fishing industry & leisure sectors, ports, harbours, county councils, government departments, wider energy sector including maritime research & development, SAR community, Irish Coastguard, UK MCA etc.) to determine their specific needs, concerns, and viewpoints, as well as delivering the key strategic messages of Irish Lights. In this regard, the role includes the opportunity to represent Irish Lights at meetings in Ireland, UK and further afield from time to time.

A key part of the role is to review and evaluate policies and legislation, nationally and internationally, in the context of Irish Lights strategy and the Irish & UK maritime space, to determine the benefits and impact of any changes in these policies and to make specific recommendations. Existing knowledge of key policy areas for Irish Lights is advantageous, including marine, navigation, safety, planning and environment. Previous interaction with national and international organisations such as Government departments, EU, IALA, IMO is an advantage. Previous experience of the 3rd level university R&D sector is also desirable.

In addition, the NPSO assists with preparation of Board and departmental reports, navigation assessments for Foreshore Licence/Aquaculture applications and statutory sanctions, as well as supporting ship superintendence and survey requirements.

Previous maritime experience is desirable for not essential. The role may suit someone with a senior policy analyst, legislative or marine research/R&D background with a passion for the marine and ensuring safety for all at sea.

The role is both rewarding and challenging, requiring a flexible approach, which is reciprocated by Irish Lights. The role involves some travel.

### Skills and experience

#### **Essential**

- Degree Level 8 qualification, or equivalent maritime qualification and experience
- 5 years post-primary degree experience in a relevant field
- Knowledge of key policy areas for Irish Lights, including EU & Government (UK & Ireland), marine, navigation, safety, planning and environment
- Relevant professional, technical or research background
- Record of team and organisational leadership at similar level
- Record of delivery on budget and time targets
- Excellent analytic, organisation and communication (written and oral) skills
- Excellent teamwork and interpersonal skills
- Excellent attention to detail and accuracy with the ability to handle structured and unstructured data
- Strong ICT skills

#### **Desirable**

- Background in marine and/or navigation
- Background in technology and/or innovation
- Project Management experience
- Technical interest and ability to appreciate and understand the potential impact of new technologies in the maritime sector
- Experience working with information systems
- Interest/familiarity with marine legislation
- Membership of professional organisation
- Experience working with geospatial data and GIS

### Accountabilities

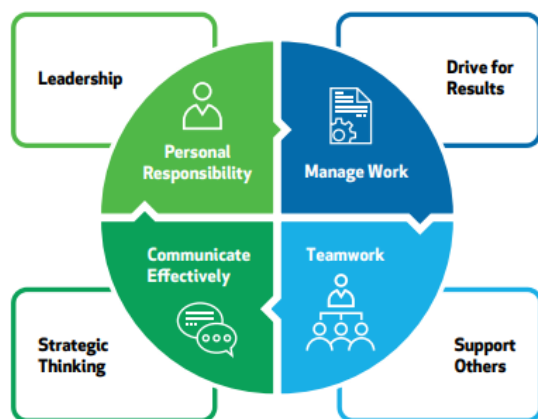
- Identifies navigation policy issues, and conducts research, stakeholder consultations and analysis
- Prepares options and recommendations
- Receives approval from the appropriate levels and implements approved options
- Coordinates work with Senior Management Team and Director level to provide research and analysis for navigation guidelines that support Irish Lights strategic direction
- Works with the Chief Executive, Directors and Senior Managers to develop strategic responses to proposed policies and legislation in the areas of marine, navigation, safety, planning and environment policy.
- Enhances relations with stakeholders at international, national, regional and local level, advocating clearly on behalf of Irish Lights strategy
- Ensures the quality assurance of Irish Lights information systems in conjunction with ICT
- Drives the user level requirements for current and future GIS systems
- Responds to queries and liaises with the public on issues pertaining to navigation safety in an Irish Lights context

### Key Competencies and Behaviours

#### **Competency Framework**

Irish Lights uses a detailed Competency Framework approach to support and develop employees throughout their careers. The key competencies for the Navigation Policy and Support Officer role are set out below.

## 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.

### Leadership

- Act in a way that demonstrates commitment to Irish Lights mission, objectives and values.
- Be a role model, embracing and supporting organisational decisions with consistent communications and actions.
- Demonstrate conflict management capabilities.
- Work with others to turn ideas into realities and challenge ideas in a constructive manner.
- Demonstrate effective interpersonal/professional behaviours at all times.
- Build collaborative relationships.

### Strategic thinking

- Ability to identify strategic issues, opportunities and risks.
- Understand the functions of all departments in Irish Lights and how they interact.
- Understand the different internal and external stakeholders.
- Use innovative and out of the box ideas to address problems.
- Keep up to date with developments in Programme Management/Project Support and wider business environment.
- Help others understand how their work, goals and activities relate to Irish Lights values and strategies.
- Ensure all employees are aware of and are kept up to date with progress on the Irish Lights strategy.

### Drive for results

- Set high standards of performance for self.
- Assume responsibility and accountability for ensuring successful completion of tasks and projects.
- Focus on continuous improvement in order to achieve quality results.
- Take necessary actions when goal achievement is in doubt or in question.
- Be resilient in the face of obstacles and regard setbacks as learning opportunities.
- Be able to prioritise between urgent and important.
- Have a positive solution-focused attitude to all tasks.
- Develop realistic and achievable plans.
- Review and evaluate progress against agreed targets, timelines and budgets.

### Supporting others

- Share knowledge, skills and expertise with others.
- Recognise the value that others contribute.
- Respect the knowledge and skills of subject matter experts.
- Learn and provide opportunities to others to learn from your experience.
- Consider the feelings of others before and when taking action.
- Be empathetic and sensitive in difficult situations.
- Promote a friendly, cooperative environment.

### Stakeholder relationships

- 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

### Terms and Benefits

- **Location:** – The role will be based in our Head Office in Dun Laoghaire.
- **Remote / Blended Working:** Irish Lights is developing a new remote / blended working policy which will initially be implemented on a 6 month trial period from March 2022. Subject to the details being agreed it is likely that an element of remote / blended working will be suitable for this role.
- **Salary** – A salary starting at €56,000 per annum rising to €64,500, together with a range of attractive benefits.
- **Pension Scheme** – The pension scheme is a defined benefit occupational pension scheme and Irish Lights contributes generously towards it.
- **Annual Leave** – 23 days increasing to 26 days after 7 years continuous service.
- **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.
- **Car parking** – There is onsite car park available to employees at our Dun Laoghaire office.
- **Canteen** – Following the lifting of full COVID restrictions, a canteen service and tea/coffee making facilities will be available.
- **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**

This post closes (Close of Business) **Friday 24 September 2021**. Shortlisted applicants will be contacted after the closing date. Please send a CV and cover letter to Human Resources at [recruit@irishlights.ie](mailto:recruit@irishlights.ie)