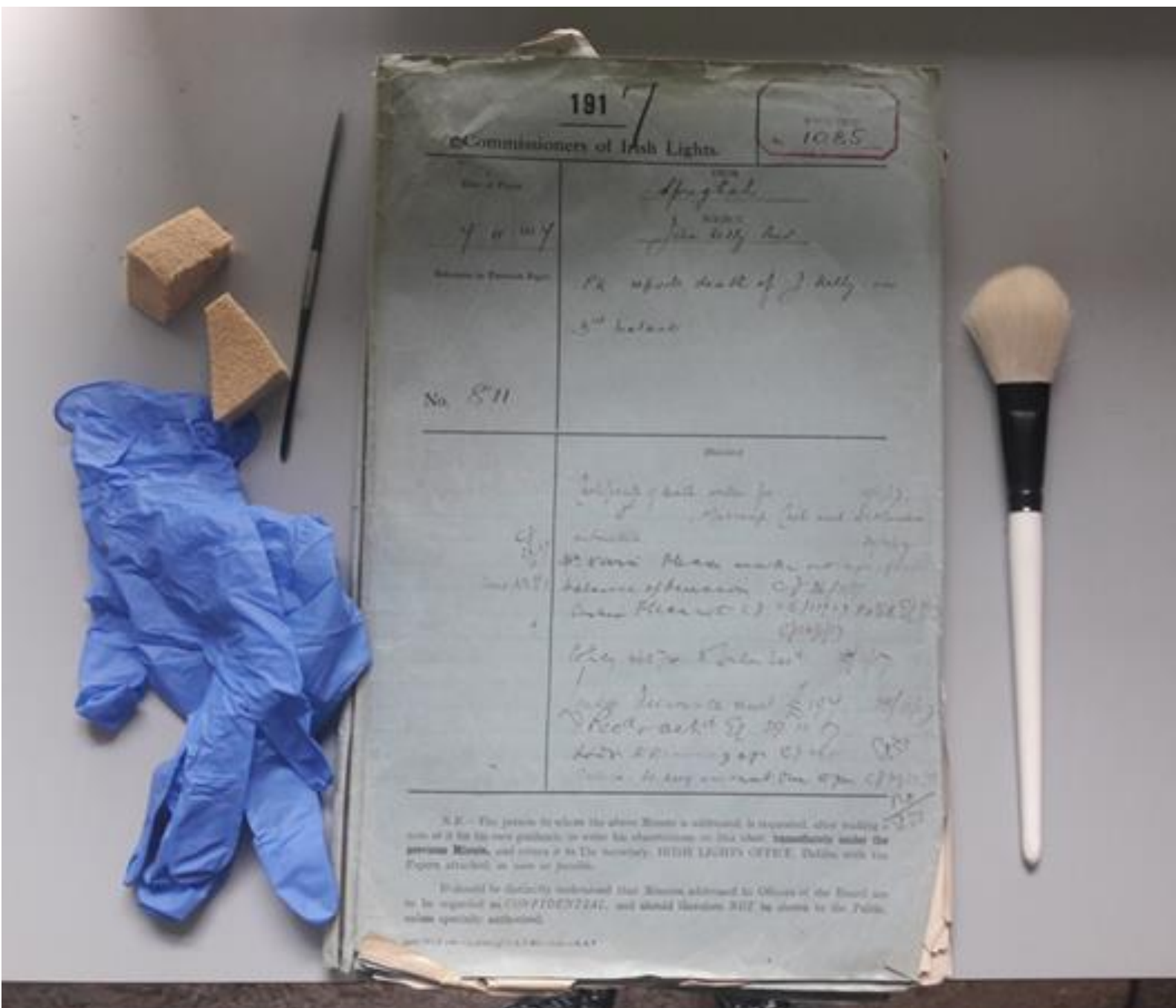




Commissioners of  
**IRISH LIGHTS**

Navigation  
and Maritime  
Services

**CANDIDATE BRIEFING PACK**  
Archive and Heritage Officer  
Corporate Services Department



Closing date for applications is Friday, 21 October 2022



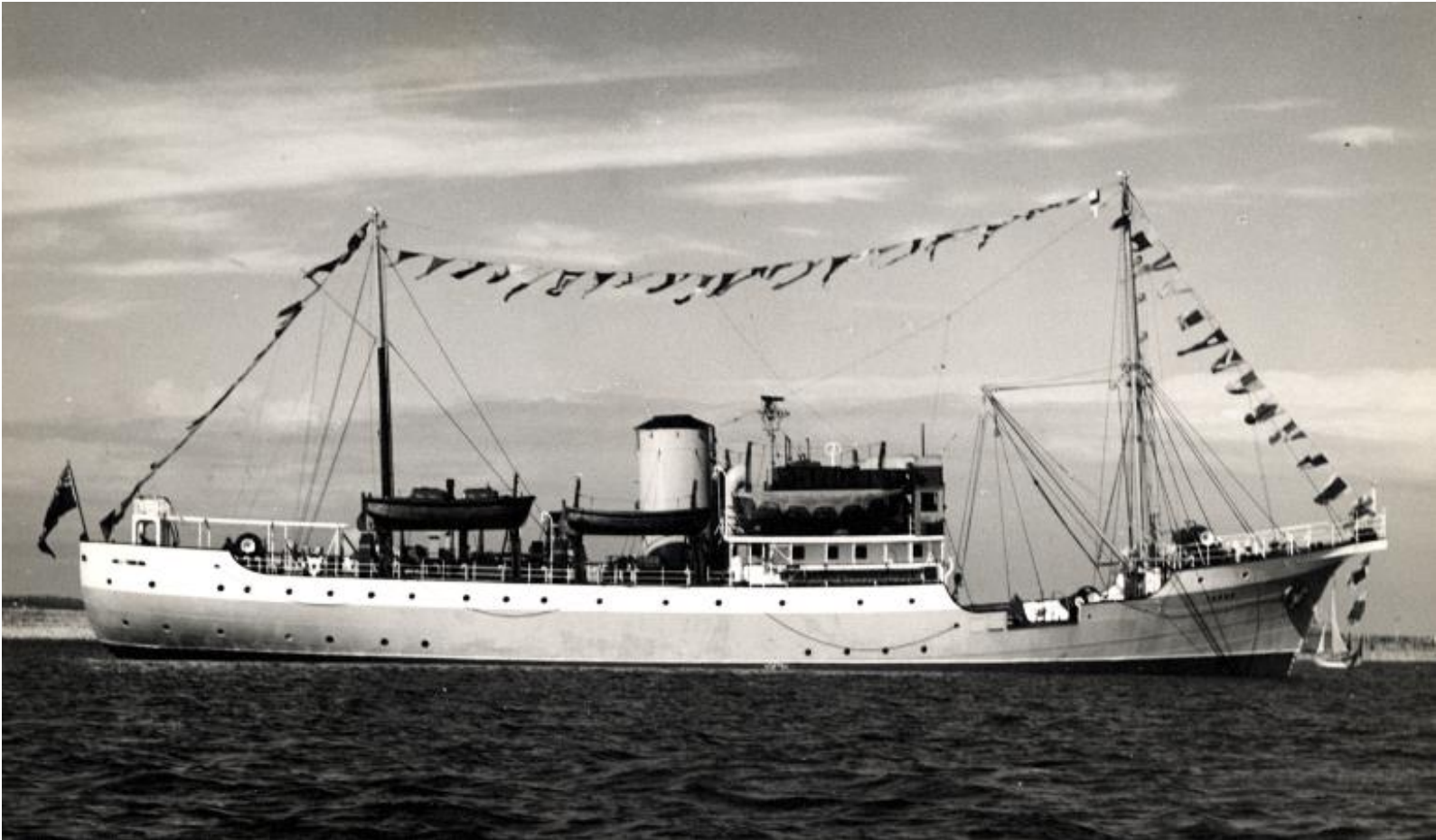
**Irish Lights operates a critical, reliable and technologically advanced navigation infrastructure for the maritime sector around the island of Ireland. This includes lighthouses, beacons, buoys and electronic aids to navigation.**

**Some of our lighthouse stations are over 200 years old but with new communication and navigation equipment as well as powerful LED lights they continue to provide a vital service to mariners and increasingly also to local tourism, heritage and environmental protection programmes. They are in exceptionally beautiful and challenging locations.**

**The Archive and Heritage Officer is responsible for managing and preserving the Irish Lights archive while also promoting the rich heritage of Irish Lights.**

**Are you up for the challenge?**





### Irish Lights Remit

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 strategy “*Safe Seas - Connected Coasts*” is available on our [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.

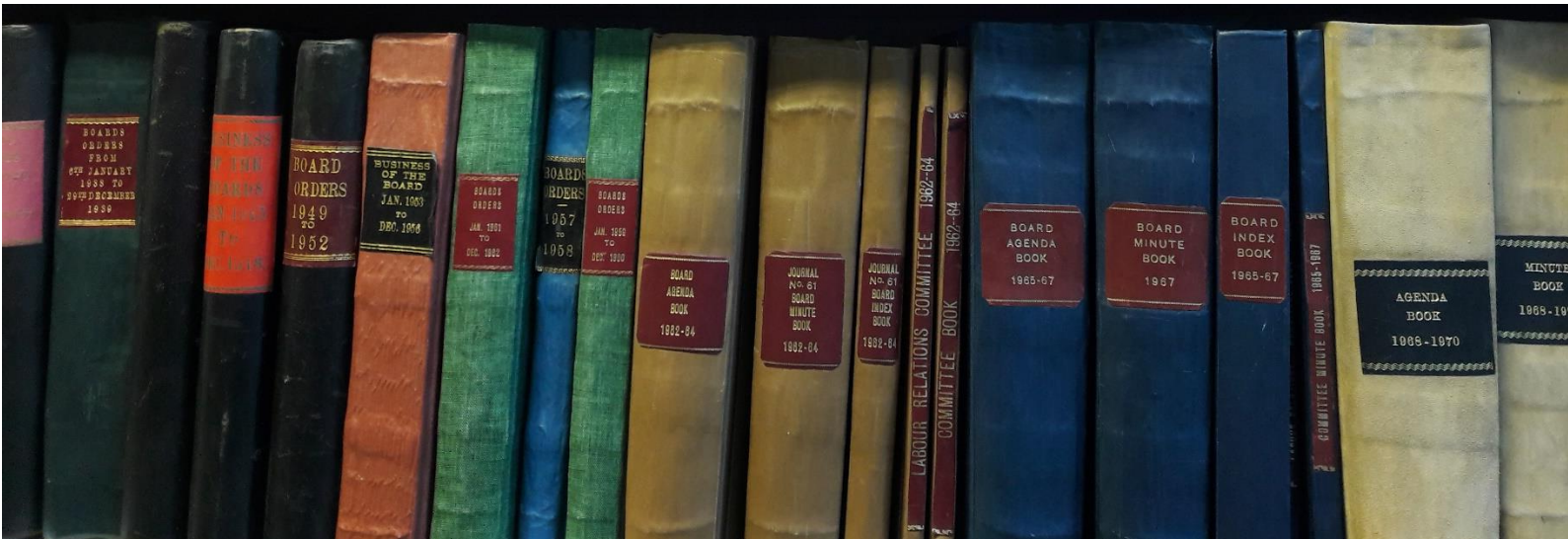
### **(5) Delivery of Added Value**

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.





## Role Profile

**Post Title:** Archive and Heritage Officer

**Reporting to:** Director of Corporate Services

## Background to Role

Community Engagement, Tourism and Heritage is a key focus area within the Irish Lights' Strategy "Safe Seas-Connected Coasts". Throughout its history, Irish Lights has recognised its obligations as a guardian of maritime heritage. Through our presence on the coast, we seek to positively impact on coastal communities through provision of our navigation services and using our coastal infrastructure for tourism and heritage activity.

Irish Lights will continue to seek to preserve key elements of its heritage reflecting the history and traditions of the organisation and will work with third parties to fund and present our unique heritage to the wider community.

## Irish Lights Historical Archive

Irish Lights' archives and records date from the early 1800's and over the years, Irish Lights has donated material to educational establishments and state institutions on a permanent basis. An appraisal of the archive by University College Dublin and the Royal Irish Academy described the archive as an incredibly rich resource, not just for the history of marine Aids to Navigation, but also for the social, political, military, engineering, architectural and maritime history of the island of Ireland over 200 years. The assessment recommended the archive be maintained as a whole, as the research value lies in the completeness and interconnectedness of the collection. It identified the scale of work envisaged to properly catalogue, curate and digitise an archive of this complexity. Work commenced in April 2019 to review the content of the archive and to present and preserve it to the highest international standards with a view to facilitating ongoing historical research and sharing the content through outreach activities. Considerable progress has been completed on the top 4 historically important Collections including cataloguing, digitisation and conservation along with outreach activities.

## Irish Lights Artefacts Collection

The Baily Museum was opened in 1997 to provide a secure location for the storage and display of Irish Lights' artefacts. Private occasional visits and tours are facilitated by the Archive and Heritage Officer. In addition to the artefacts stored and displayed at the Baily Museum and our Dun Laoghaire headquarters, Irish Lights loans artefacts to other small museums and heritage/visitor centers. Artefacts are on loan at some 13 museums and to the Irish Landmark Trust. It is intended to continue managing loaned artefacts on this basis to ensure their integrity and ownership. In time, the artefact collection may be moved to a new more accessible location. The Artefact collection at the Baily and Dun Laoghaire has been extensively reviewed, photographed and catalogued in our Archive Software.

## Future Archive and Heritage Project Plans

From the outreach we have completed to date, Irish Lights now recognises the significant public interest in the breath of our heritage and going forward our heritage plans will encompass our Built and Industrial heritage along with our Archive and Artefact Collections. It is anticipated that the Archive and Heritage Officer will play a key role in the development and execution of our future heritage plans including advice on options for long-term location and presentation of our Artefact collections.



While the core work for the Archive and Heritage Officer will continue to center around reviewing and cataloguing the remaining 14 Collections, in the future there will be an increased focus on the promotion of all aspects of Irish Lights heritage through various outreach activities including publications, lectures, exhibitions and the development of a Book on the history of Irish Lights.

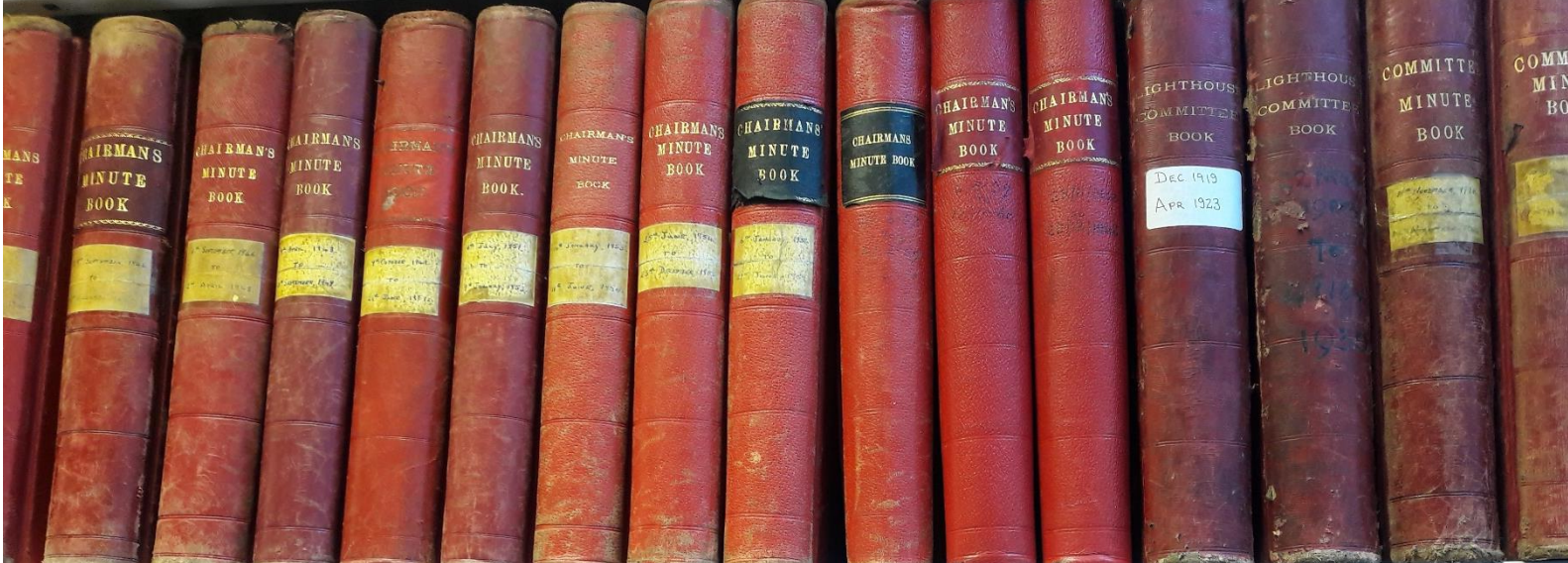
### Overview of Role

The role of Archive and Heritage Officer is to manage the Archive and Heritage activities of Irish Lights. Ensuring the preservation of the Irish Lights Archive while continuing to bring it up to a modern standard of presentation using international best practice. Facilitating digital and physical access to allow extraction of the full research value of the Archive. Promoting the Heritage of Irish Lights through publications, advocacy and outreach and promotional programmes. The Irish Lights Archive and Heritage role is considered an experienced middle Management level.

### Role and Responsibilities:

- Continuing progress against a detailed plan to upgrade the Irish Lights Archive to a modern standard including cataloguing and index the Archive to ISAD (G) or equivalent standards.
- Develop structured Irish Lights' archive Folios / Collections to cover (but not limited to), Irish Lights History, Lighthouse information, engineering plans and drawings, Lighthouse keepers and genealogy, legal, Naval and Maritime issues, British-Irish Relations, Photographic, film and audio collections.
- Oversee the conservation and digitisation of archive records where required to a standard of acceptance into a curated archive environment.
- Maintain and implement Policies to cover Archive Acquisitions and access etc. Document all Irish Lights archive standards, procedures and processes.
- Manage short term archive and artefact storage locations and control heritage items on loan at third party locations. Manage all project work associated with the development and implementation of a longer term storage location.
- Prepare archive and heritage material for internal publication and outreach programmes. Liaise with Communications and Tourism Managers on publications, exhibitions, Archive and Heritage website area, heritage promotions and related Stakeholder events.
- Respond to internal and external archive requests and ensure the Archive can continue as a working reference point for Irish Lights' day-to-day business activities and requests.
- Ensure Irish Lights compliance with GDPR and related legislation on Archive data / files.
- Implementation of phase 2 (external access) of Axiell Archive software. Manage Irish Lights records on the Archive software.
- Co-ordinate Archive and Heritage activity with colleagues from Trinity House and the Northern Lighthouse Board.
- Identify and source funding to develop Irish Lights Archive. Manage internal Archive and Heritage budget.
- Promote and manage volunteer, intern and other temporary assistance that may become available.
- Meet all monthly and annual targets set for cataloguing, conservation, digitisation and outreach activities. Prepare annual A&H report for the Board.
- Other duties and assignments set by the Director of Corporate Services.





## Key Requirements, Qualifications, experience and required skills

### Qualifications

A Master's Degree or equivalent in Archives and Records Management together with a primary third level qualification in Arts, History or a related discipline.

### Essential Criteria

The following specific experience and skills are deemed essential for the post:

- A minimum of five years' experience working across large collection Archives.
- Experience in leading the review from first principles and modernisation of a high value Archive.
- Experience in managing outsourced archive services including conservation/cleaning, digitisation, specialist storage.
- Strong IT skills including Microsoft 365 desktop applications, database management and archival software packages. (Axiell software currently in use.)
- Proven self-starter with initiative and the ability to work independently and as part of a team.
- Strong written and verbal communications and presentation skills.
- Demonstrated organisation and administrative skills.
- High energy individual, strong logical planning ability with record of tangible project delivery.
- Strong attention to detail with a focus on results.
- Full, clean driving Licence.

### Desirable Criteria

The following are desirable but not essential for the post:

- Broader knowledge of managing heritage (Built, Industrial and Artefacts) within an organisation
- Be a member of the Archives and Records Association (UK & Ireland) or other recognised archives professional body.
- Active personal network across the professional Archive community in Ireland.
- Ability to undertake and / or assist with Archive research.
- Ability to represent Irish Lights at Stakeholder and media events and to make presentations covering Irish Lights Archive and Heritage subjects on and off camera.
- Knowledge and awareness of social, political and economic issues that might impact on Irish Lights.
- Knowledge and awareness of the marine sector.
- Knowledge of broader Ireland and UK history.

### Salary

The salary for this role will commence at €50,495 rising to €60,270



## Terms & Benefits

Irish Lights offers a comprehensive and very market competitive range of benefits to employees, including a generous range of family friendly/flexible working policies and a commitment to the further development and education of its staff.

**Remuneration:** An attractive salary range and very generous pension benefits (defined benefit scheme, 27.9% employer contribution) are attached to this role.

**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.

**Annual Leave:** 23 days increasing to 26 days after 7 years continuous service.

**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. These benefits are enhanced after 3 years satisfactory service.

**Location:** The role will be based in our Head Office in Dun Laoghaire but will require nationwide travel. A hired car will be provided when business travel is required.

**Remote / Blended Working:** Irish Lights has developed a new blended working policy, this has been initially implemented on an 8-month trial period that started in July 2022. This will support employees with remote working options whilst maintaining operational delivery and success.

**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 and operates a Performance and Development Process through which development can be planned and achieved.

**Support with Professional Memberships Fees:** Irish Lights supports employees by reimbursing professional memberships fees relevant to the role.

**Canteen:** There is an onsite canteen that offers a variety of options for breakfast and lunch, including a barista coffee service.

**Family Friendly Policies:** Irish Lights has a range of family friendly policies that allow employees to balance work with other aspects of their lives. These include Maternity, Paternity, Adoptive and Parental Leave provisions, the majority of which have elements which 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 including legal, financial, and health matters. 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.

**Eye sight test:** Employees can avail of an eye sight test voucher.

**Travel and Subsistence:** Travel and subsistence expenses are paid to employees required to travel, in accordance with approved rates.

**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.





### How to Apply

**Applications with CV and cover letter to be submitted to;**

Gemma Gregan, HR Advisor  
E: [human.resources@irishlights.ie](mailto:human.resources@irishlights.ie)  
T: +353 1 2715400

**Closing date for applications is close of business on Friday, 21 October 2022.**



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

*The Commissioners of Irish Lights is an equal opportunities employer*