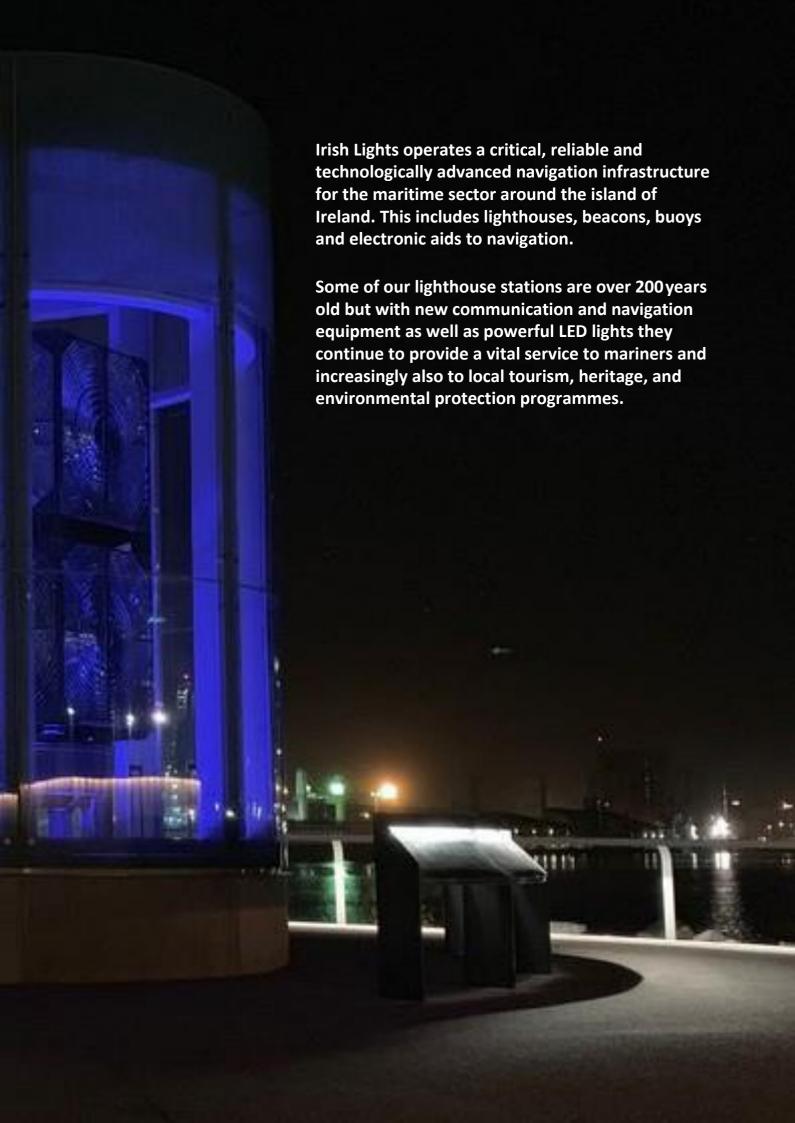




Closing date for applications is 11 April 2023





Irish Lights Remit

The mission of Irish Lights is Safe Navigation at Sea.

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 also 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 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. 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

Job Title: Governance and Risk Manager

Reporting to: Director of Corporate Services

Overview of Role

The Governance and Risk Manager will be responsible for the delivery of an all-encompassing governance and risk management for Irish Lights.

This person will be key to ensuring that the governance and risk processes operate at the highest standards of practice and ethics. Reporting to the Director of Corporate Services, the Governance and Risk Manager, will support the Audit and Risk Committee and Chief Executive Officer (Accounting Officer) with an in-depth understanding of the regulatory and legislative obligations, keep abreast of changes and ensure Irish Lights adapts existing structures and practices, to remain up to date and compliant at all times.

Irish Lights is funded from the General Lighthouse Fund managed, by the UK Department for Transport (DfT) and Irish Lights governance follows the UK public governance standards. Irish Lights also takes account of the Irish public sector governance code. The person appointed will be able to manage successfully in current and future regulatory frameworks. They will be a key representative for Irish Lights in engaging with the UK General Lighthouse Authorities – The Northern Lighthouse Board and Trinity House as part of their role.

Working with a small team, the key functional responsibilities of the area include corporate governance, risk assessment and management and legal compliance.

Accountabilities:

Corporate Governance

- Ownership of the overall assurance /control framework and related reporting (including FOI and GDPR) within the organisation ensuring efficiency and effectiveness of assurance activity in line with our internal control framework
- Ensure Irish Lights follows up to date and best practice in matters relating to public service corporate governance within the organisation
- Monitoring the adequacy and effectiveness of internal control, accuracy and completeness of reporting, compliance with laws and regulations, and timely implementation of required changes.
- Provide timely, expert, strategic advice on directions, issues, trends and options relating to governance and risk and their relationship to the work undertaken by Irish Lights
- Ensure compliance with the DfT Framework Document and Irish Lights Corporate Governance Manual at all times



Risk

- Manage the Irish Lights risk register including horizon scanning of the risk environment and related internal management reviews. Ensure risks are managed in line with Irish Lights risk policy and culture
- Support risk owners in developing appropriate mitigation measures and identifying risks that require escalation
- Manage all aspects of both local and joint GLA insurance cover, processing of related claims, minimise insurance premiums while ensuring appropriate cover for Irish Lights risks
- In conjunction with Trinity House and The Northern Lighthouse Board, support the Tri-GLA Annual and Triennial Risk Management review process
- Manage all internal audit programmes with the Government Internal Audit Agency, including early close out on agreed management actions
- Manage Irish Lights annual Management Assurance Return to the DfT and implement effective action plans to address areas for improvement
- Manage and co-ordinate all business continuity activities across Irish Lights including documentation, training, exercises and lead information management in live scenarios
- Manage Corporate wide annual delegation approvals
- Provide executive & secretarial support the Irish Lights Audit and Risk Committee

Legal

- Procure and manage all legal services to Irish Lights provided by outsourced Legal Advisers (Rol & NI)
- Support relevant managers in their engagements with legal advisors as required.
- Manage all legal affairs of Irish Lights including property transactions, contractual matters, litigation etc.
- Prepare and oversee all contracts, agreements and MOU's with stakeholders and other third parties
- Manage and retain all Irish Lights deeds, Contracts, Agreements and documentation in safe and secure housing
- Keep abreast of all relevant public sector legislation including Merchant Shipping/General Lighthouse Authority (GLA) related legislation, regulations, directives etc. and their implications for Irish Lights
- Manage all legal aspects of Irish Lights property portfolio, including leases, licences, sales / disposals and transfer transactions with third parties
- Manage property disposals with external Agents

The ideal candidate will show evidence of the following competencies

Core

- Personal Responsibility Taking responsibility for your own actions and being open to learning and change
- Manage Work Identifying, prioritising and organising work for delivery. Taking ownership and being accountable for your work
- **Communicate Effectively** Two way information sharing process which involves sending a message in a clear and responsible way that is easily understood
- **Teamwork** Working collaboratively with others, both within and outside your department, to achieve the best outcome

Management

- **Leadership** Understanding the importance of leadership for the achievement of Irish Lights goals. Demonstrating the skills to lead employees to achieve success
- **Drive for Results** Consistently performance through people by demonstrating drive, flexibility and a willingness to take action and complete tasks. Being resilient and courageous in the face of setbacks
- **Support Others** Identifying with and understanding the needs and viewpoints of others and supporting employee's development and wellbeing. Genuinely valuing the inputs and expertise of all employee's
- **Strategic Thinking** Demonstrating the capacity to think big picture as well as the focus on the detail. Ensuring work is aligned with the business objectives and strategic direction.



Key Requirements, Qualifications, Experience and Required skills

- Professionally qualified with a relevant postgraduate qualification (or equivalent), plus significant relevant experience operating in a public service organisation with a Board of non-executive members;
- The ability to effectively summarise and present policy issues in a clear and concise manner;
- A sound knowledge of the risk management and regulatory issues within values driven organisation;
- Understanding of core legal principles and experience of contract and litigation law;
- Experience of managing corporate insurance portfolio;
- Leadership and team development experience, including mentoring;
- An ability to demonstrate diplomacy skills when engaging with people across all levels of Irish Lights, external bodies, regulators and government departments, the Board and its Committees;
- A proven track record of operating within a multiple stakeholder organisation;
- The ability to balance strategic objectives with the delivery of timely and high-quality operational tasks;
- A track record in implementing risk methodologies including, risk identification and analysis, risk assessment and management;
- The proven capability to support board-level committee meetings, and work to competing schedules and timeframes;
- An inclusive approach that facilitates the sharing of best practice across different areas and motivates staff to maximise their personal contribution.

Salary

The salary for this role will commence at €71,441 rising to €82,806.



Terms & Benefits

Irish Lights offers a comprehensive and 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: 26 days annual leave.

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.

Remote / Blended Working: Irish Lights is currently piloting a blended working policy, which is available to employees, following their probation. The aim of the policy is to support employees by offering 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.

Canteen: A canteen service and tea/coffee making facilities is available in our Head Office.

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.

Eyesight 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 TaxSaver 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 T: +353 1 2715400

Closing date for applications is close of business on Tuesday, 11 April 2023.



The Commissioners of Irish Lights is an equal opportunities employer