




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

**CANDIDATE BRIEFING PACK**  
Executive Assistant to the  
Chief Executive

**Closing date for applications is 5 June 2023**



**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.**



## Role Profile

**Job Title:** Executive Assistant to the Chief Executive

**Reporting to:** Chief Executive

### Overview of Role

The Executive Assistant to the Chief Executive requires a highly organised and efficient individual to manage and support the functions of the Office. This is a varied role, which requires excellent administrative, stakeholder management and communication skills. The role holder will have the confidence to apply their discretion, work pro-actively and have excellent attention to detail and time management. They will also have a high level of proficiency in IT and secretarial skills.

The successful candidate will work closely with the Chief Executive to optimise the management of their schedule and ensure the office activities are planned to support their priorities and those of the organisation.

The successful candidate will ensure there are excellent office systems, records management, communications management, diary and annual cycle management, coupled with action tracking and monitoring, to facilitate the Chief Executive having maximum time to progress strategic matters. They will also demonstrate an understanding of the inter-dependencies between the Chief Executive's work and how it relates to the outputs and objectives across Irish Lights.

The role holder will proactively manage the time and resources required to maximise their support to the Chief Executive and the senior management team.

This is a highly demanding role and will require five days working on site in the Dun Laoghaire Head Office, with occasional out of hours work.

### Accountabilities

- Lead the administrative procedures and processes within the Chief Executive's office.
- Establish and manage the overall efficiency of the Chief Executive's office, including paper and electronic filing systems, to ensure all relevant information is available when needed and retained in line with organisation policies.
- Manage and prioritise all incoming correspondence, emails and calls, re-directing as required and responding, as appropriate.
- Be the first point of contact for internal and external contacts for National, UK and International stakeholders, including queries and complaints, on behalf of the Chief Executive.
- Provide extensive diary management, including proactively managing regular changes to priorities, commitments, deadlines etc., to ensure a controlled and manageable schedule for the Chief Executive, while always demonstrating discretion and confidentiality.



### Accountabilities (contd.):

- Work independently, as appropriate, to progress work and projects in line with Chief Executive's agreed priorities.
- Co-ordinate and manage the Irish Lights' Board and Committee calendar of meetings, including preparation of documentation/papers with the Chief Executive, updating of action plans and work outstanding, uploading of papers onto the Board Management System '*Decision Time*'.
- Prepare documents in advance of all internal and external meetings, as required, by the Chief Executive, ensuring effective and timely distribution of agendas, presentations, reports, and minutes.
- Proactively manage meeting activity and project documentation by tracking and reporting against project plans to the Chief Executive.
- Manage parallel, and sometimes competing, demands efficiently and in a highly confident and professional manner.
- Ensure all confidential and sensitive information is handled and processed appropriately.
- Organise conference attendance, event booking and all travel and accommodation arrangements, and related activity.
- Draft professional, accurate and well-presented documents including presentations and reports.
- Manage and co-ordinate stakeholder events, in conjunction with the Communications Manager, where appropriate, in line with the Chief Executive's requirements including attendance (out of hours) on occasion.
- Demonstrate best practice, high quality and performance in all areas of the role.

### Experience and Qualifications

- Experience of working in an Executive Assistant or similar role
- Excellent organisational and time management skills.
- An ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Demonstrated verbal and written communication skills and experience;
- Strong interpersonal skills; team-oriented; enthusiastic approach to tasks and an ability to also work well alone.
- A professional manner, including the ability to exercise good judgement in all situations, as well as confidence interacting with all levels of seniority.
- An ability to work with confidential material in a discreet manner and maintain the highest professional standards.
- Highly motivated, creative, resourceful, resilient, and flexible individual with ability to multitask and to work effectively under pressure.
- Advanced MS Office skills, IT and secretarial skills essential.

### Flexibility

The role will involve working flexible hours at times to facilitate Board and Committee meetings, stakeholder events and other events.

### Salary

A salary of €43,485 rising to €51,443 (commensurate with experience) with very generous pension benefits are attached to this role.



## Terms and 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 pension benefits (defined benefit scheme, 27.1% 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:** 21 days, increasing 23 days after 7 years continuous service and 26 days after 12 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.

**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.

**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.

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

**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 Scheme:** Employees who cycle to work or use a bicycle on part of their journey can avail of the Bikes for Work Scheme.



### 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 (North and South), 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. Playing a lead role in maritime safety, Irish Lights operates a 24-hour emergency response function.

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 340 general aids to navigation, the superintendence of approx. 3,200 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, '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.

### 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.

### Vision Statement

To protect lives, property, trade and the environment by delivering next generation maritime services at the interface of navigation, technology, engineering and data management.

### 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



## 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 midnight on **5 June 2023**.

Please view [Irish Lights Job Applicant Privacy Notice](#) on the Vacancies page of our website.



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*The Commissioners of Irish Lights is an equal opportunities employer and promotes diversity in the workplace.*