

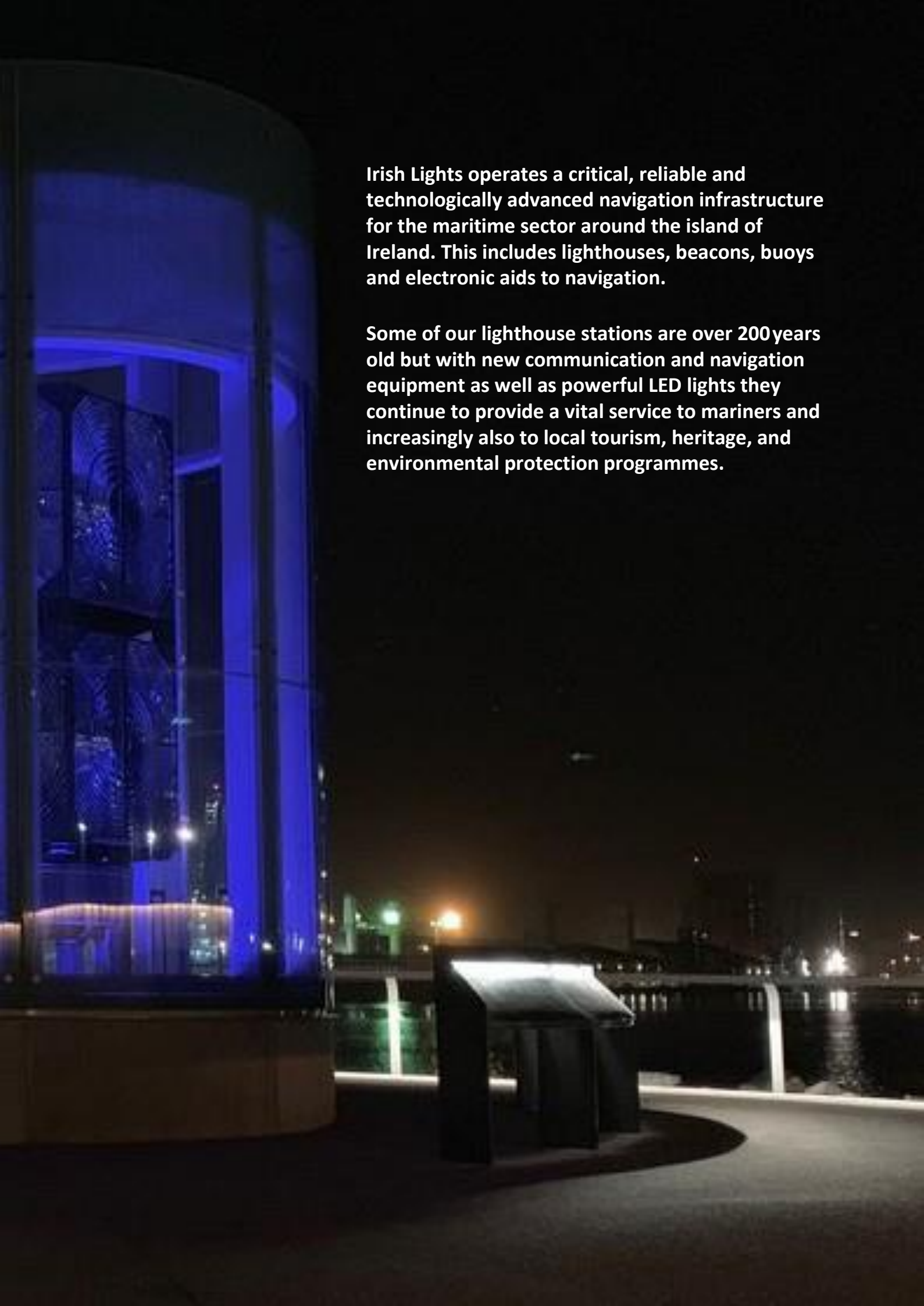


Commissioners of
IRISH LIGHTS

Navigation
and Maritime
Services

CANDIDATE BRIEFING PACK
Senior Project Manager
Vessel Replacement Project
Fixed Term Contract (7 years)

Closing date for applications is 18 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.



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.

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.

Senior Project Manager

Vessel Replacement Project

Fixed Term Contract (7 Years)



Background to the role

In delivering our services Irish Lights relies on the capability of its dedicated buoy tender vessel, the ILV Granuaile. Built in 2000 and now entering its third decade of service life, the current Granuaile has delivered excellent value for money for the State and will continue to operate successfully in the short term. In parallel, Irish Lights has initiated a project, to plan and deliver a replacement vessel by 2029.

To support the effective project management and delivery of this project, Irish Lights is seeking to appoint a Senior Project Manager (PM), for the duration of the vessel replacement project, who will be responsible for the day-to-day management, coordination and delivery of the Vessel Replacement Project within the decided upon budget, timeline and scope.

Overview of Role

Reporting to the Director of EMS (Project Director), this is a senior role within Irish Lights that offers the opportunity to be at the heart of a large capital project, which is being delivered via the Public Sector Spending Code. The project will directly enable service delivery for Irish Lights and deliver wider benefits for maritime safety and the maritime economy and environment. The role will be both rewarding and challenging and will require a flexible approach to work, including some travel.

The successful candidate will have a background in capital project delivery, together with knowledge of relevant procurement processes. Previous maritime experience is desirable although not essential.

Accountabilities

Within this overall remit, and under the general direction of the Project Director, specific duties of the post include:

Project Leadership

- Day to day management and leadership of the project and its activities to achieve objectives on time and within budget with the agreed project plan

Defining, Developing and Embedding Project Management Standards

- Collaboration with key internal and external stakeholders to define, prioritise, and develop the Irish Lights' project's management methodology and documentation requirements
- Embed a best practice Project management structure within the vessel replacement project to support its short and long-term needs
- Foster use of good project management practices monitoring and encouraging compliance

Planning & Monitoring

- Work with Project Director and key stakeholders to identify milestones at project level
- Develop an overall, integrated project plan, clearly identifying inbound and outbound dependencies and assumptions
- Development, implementation and maintenance of the project schedule to deliver the project within agreed timeframes, resources and budget
- Engage with key stakeholders on individual activities to monitor progress against plan and challenge the viability of achieving delivery dates



Reporting & Controls

- Identification, analysis and refinement of project costs to produce a budget and utilise this budget as the principal mechanism to control projects cost
- Managing all project expenditure to ensure alignment with agreed budget cash flow and completion of deliverables Providing financial reports and budget outlines to Executives.
- Establish frameworks and standards for the vessel replacement project management including project related financial and KPI information. Oversee project costs and ensure finances are well managed
- Track and communicate the project status
- Provide and maintain a capacity planning and resource tracking service across the Vessel Replacement Project
- Providing management or other information regarding aspects of a project as may be requested, to the Chief Executive, the Board or Department of Transport, and others within such times as may be required.

RAID Management

- Implement Irish Light's approach to risk and issue management
- Instil a risk management culture by coaching project personnel on proactive risk management
- Support project personnel on the management of key risks and issues, challenging the appropriateness and robustness of mitigating actions / resolutions
- Ensure mitigating actions and resolutions are being consistently monitored and applied to ensure risks and issues are anticipated and avoided effectively
- Manage project risks, issues and scope within Irish Lights governance structure ensuring appropriate reporting, escalation and approvals
- Ensure cross-project dependencies are managed and the dependency log is accurately maintained

Project Documentation

- Take the lead in preparing and seeking endorsement of key project documents (e.g. documentation required by public spending code) ensuring all deliverables are clearly communicated and agreed upon
- Co-ordinate closure reports at each milestone to distil good practice and ensure lessons learned are logged

Quality Management

- Provide assurance on the quality and use of project management deliverables e.g. training and communications plans, business readiness assessments
- Ensure consistent execution in line with the requirements and intent of the Project
- Support external project assurance and audit activities including provision of project documentation and management of all reviews and recommendations



Quality Management (contd.)

- Manage quality aspects of the project including determining quality requirements, implementing quality assurance processes, and using review and evaluation to make quality improvements in current project and recommending improvements for future projects
- Be the key contact for all project assurance and audit activities

Other

- Represent the Irish Lights externally, where required
- Undertake any other such duties as may be required by Irish Lights, including deputising for colleagues

The ideal candidate will have:

Education and Professional Qualifications

- Attained a high standard of education (level 8 Degree) in a related subject
- A professional qualification in Project Management
- PMBOK or PRINCE2 methodology (or equivalent) for medium to large sized projects
- Membership of professional organisation (Chartered Engineers Ireland, APM, PMI etc)

Experience, Skills and Competencies

- Minimum of 8 years' experience in planning, executing, controlling and delivering large capital projects.
- Experience of managing a project, and its components with minimal supervision
- Experience of managing the complete lifecycle of a project, including leading a project team of 5 to 25 people
- Demonstrated skills in creating and maintaining project and programme plans, including risks, actions, issues, dependencies
- Highly proficient IT skills in MS Project, Excel, Powerpoint, Word, Excel and MS Sharepoint
- Diplomatic ability to influence others at all levels of the organisation
- Evidence of building lasting relationships with key stakeholders
- Ability to competently mediate disagreements and negotiate agreeable resolutions
- Experience of programme and project level financial management on large scale projects
- Broad knowledge of public procurement rules, especially Irish/EU rules. Knowledge of UK procurement also an advantage.
- Excellent verbal and written communication skills for preparing and presenting information clearly and succinctly
- High level of capability in the areas of analytical, research and problem solving skills
- Evidence of successful work independently and in a team environment
- Personal alignment and commitment to the mission and values of Irish Lights
- Excellent teamwork and interpersonal skills with record of team and organisational leadership at similar level
- A knowledge of key policy areas for Irish Lights, including marine, navigation, safety, planning and environment is desirable.
- Previous interaction with national and international organisations such as Government departments, EU, IALA, IMO will be an advantage.



Competencies required in the Role.

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.

Salary

The annual salary for this role is between €83,347 and €95,795, based on experience.

Contract Type

7-year Fixed Term Contract.



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 midnight on 18 June 2023.

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



Commissioners of
IRISH LIGHTS | Navigation
and Maritime
Services

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