

## **CANDIDATE BRIEFING PACK**

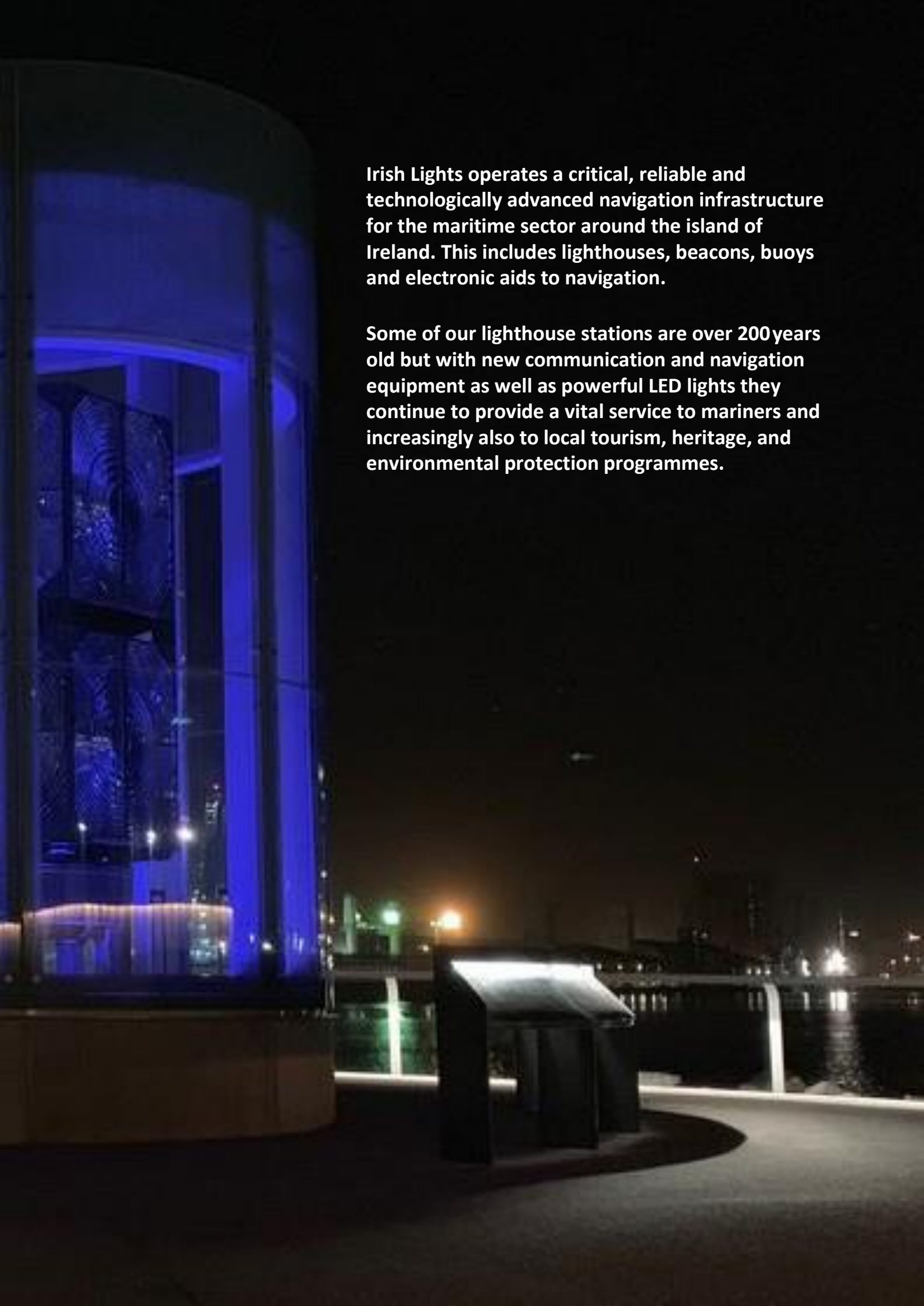
Technology and Information Security Officer  
ICT Department



Closing date for applications is 7 August 2023

[www.irishlights.ie](http://www.irishlights.ie)

@IrishLights



**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.



## Technology and Information Security Officer

### Overview of Role

The Technology & Information Security Officer (TISO) will report to the Business Solutions Manager and work with the ICT Team to; continuously improve solutions and systems, the supporting architecture, infrastructure and the related security environment, ensuring security is a key enabler to deliver Irish Lights' strategic objectives and business goals. The TISO will determine security policy, have responsibility for compliance, audit and quality assurance ensuring defined standards are adhered to and overall responsibility for employee cyber security education and awareness training. The TISO is responsible for validating change requirements based on advances in technology, proof of concepts, strategic goals and user requirements (internal/external) whilst considering the need to reduce organisation costs and deliver organisational efficiencies in a secure manner.

### Key Responsibilities

- Lead on Irish Lights' Information Security Governance, Security Programme Management, Risk Management, Incident Response and Incident Management
- Lead the development and implementation of cyber security strategy and operational programme of security activities.
- Proactively contribute to ICT Strategy, policies, processes and standards setting, strategic initiatives and architecture development.
- Author and implement relevant security policies, procedures, standards and guidelines.
- Implement the CIS Controls security framework, comply with the Public Sector Baseline and ensure appropriate processes and controls are in place
- Ensure compliance with security standards including management of the ICT audit programme, manage the interaction with external auditors, and evaluate the adequacy and timeliness of management response and corrective action taken on significant audit recommendations
- Ensure compliance with legislative requirements such as GDPR, Data Protection and relevant maritime regulations
- Develop, maintain and manage the Irish Lights Cybersecurity Education and Awareness programme and follow up on any emerging results/trends.
- Report on cyber security risks and general information to a range of audiences from end users to senior management and Board.
- Procure and work with independent external consultants to conduct penetration testing of networks, web applications and operational technology.
- Proactive and ongoing vulnerability management, system scanning and reporting on vulnerabilities and managing any remediation or risk mitigation actions.
- Lead and manage security assessments as systems move from on premise to cloud infrastructure.
- Active participation in Business Continuity and Disaster Recovery planning, testing and continuous improvement.
- Research and develop "proof of concept" systems/solutions, monitor and track security and technology trends, identification and recommend adoption of appropriate new security technologies and report on defined organisational benefits
- Ensure security is embedded in projects organisation-wide and managing supply chain risk





### General Responsibilities

- Ability to prioritise work & deliver agreed work programmes on time and to budget
- Excellent communication (verbal and written) and relationship building skills to lead and maintain an organisational-wide 'security aware' culture
- Be a team player, customer focussed, proactive and innovative
- Ensure relevant information is published & maintained on the various systems and platforms
- Deliver on objectives agreed in the Performance and Development System (PADS)
- Commitment to delivering the ICT Strategy and the Irish Lights Strategy

### Experience and Qualifications

#### Essential

- ICT qualification with at least 5 years relevant experience
- Good working knowledge and experience of ICT Security frameworks, auditing processes and procedures
- Good working knowledge and awareness of emerging security technologies, trends, and solutions of benefit to Irish Lights
- Understanding of the business impact of security threats on business
- Proactive, with analytical, business impact and problem-solving capabilities
- Ability to develop effective working relationships at all levels (internally and externally)
- Ability to manage complex information with accuracy and attention to detail
- Project Management experience and knowledge of the Systems Lifecycle

#### Desirable

- CISM (Certified Information Security Manager) qualification or equivalent
- MCSA or MCSE

#### Salary

The starting point of the salary scale is €53,050. The point you will be placed on is commensurate to experience.



## 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:** 23 days annual leave, increasing to 26 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.

**Remote / Blended Working:** Irish Lights operates a blended working policy for eligible roles 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 eyesight 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;**

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

**Closing date for applications is midnight 7 August 2023**



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

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