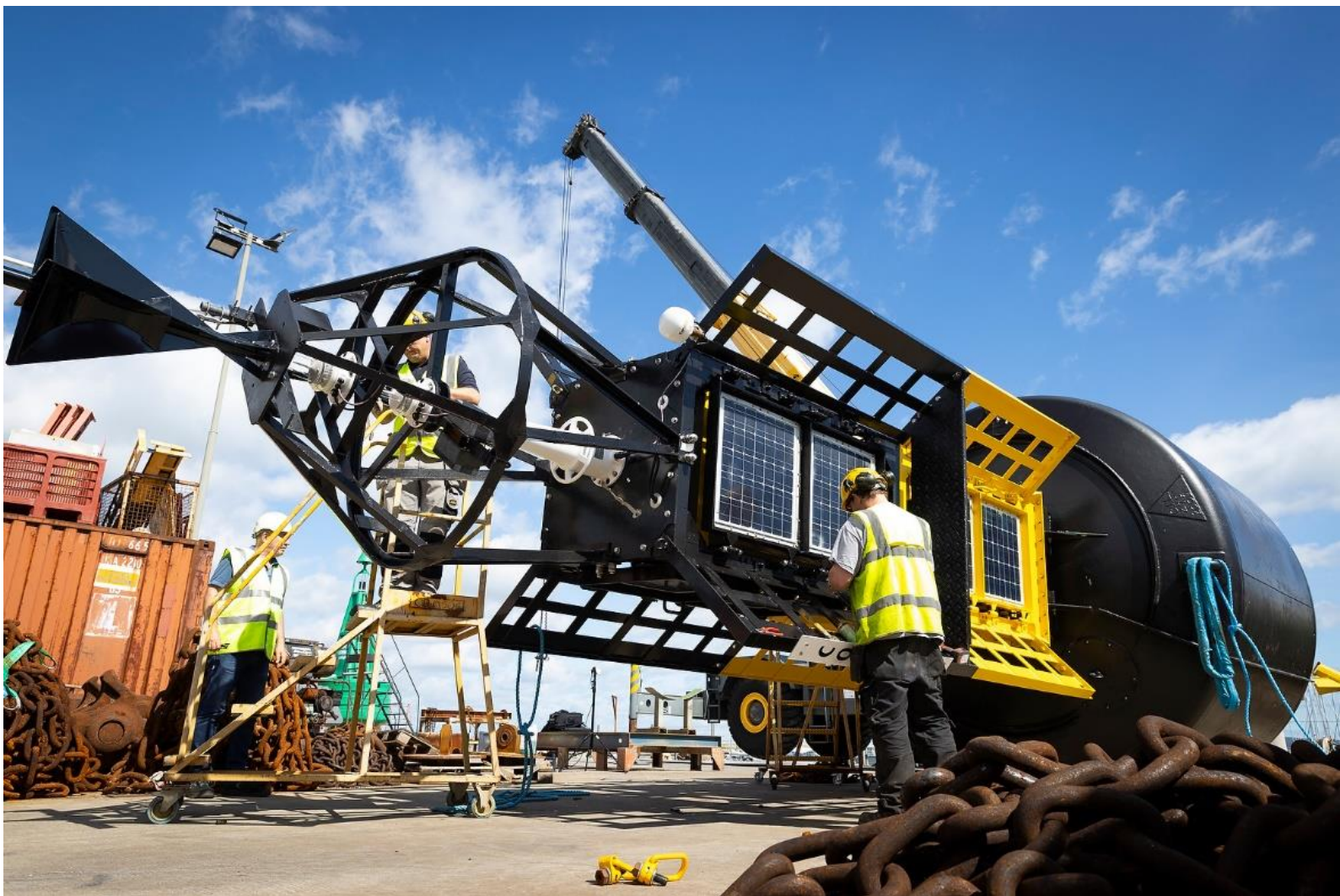




Commissioners of  
**IRISH LIGHTS** | Navigation  
and Maritime  
Services

**CANDIDATE BRIEFING PACK**  
Support Operative  
Coastal Operations Department



Please send a brief cover letter outlining why you are interested in this role together with your CV to  
[human.resources@irishlights.ie](mailto:human.resources@irishlights.ie).

Closing date for applications is 19 November 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:** Support Operative

**Reporting to:** Buoy Work Supervisor

## Overview of Role

The Support Operative (SO) will be responsible for the provision, maintenance and management of Irish Lights assets and other activities in the Buoy Yard. The SO will operate as part of multi-discipline team based at Irish Lights Dun Laoghaire and will on occasion, as required, work on a coast wide basis or at third party locations.

The SO will work within their training, skills and competencies to deliver required work packages in an efficient and effective manner. Work completed is to be recorded in the Work Management System or elsewhere as required.

The role reports to the Buoy Work Supervisor for their day-to-day duties and when part of a Coastal Team will report to the relevant Lighthouse Team Lead.

## Main duties and responsibilities of the role include:

- Provision of quality workmanship in all aspects of the role
- Washing, grit blasting, painting and assembly of mechanical structures (buoys)
- Undertaking basic welding of buoy bowls and daymarks
- Undertaking basic electrical (12 volt dc) and mechanical assembly work
- Operating mobile plant equipment e.g. fork lift, teleporter, crane
- Banksman duties for lifting operations.
- Undertaking Stores operations, such as, operating stores reach truck, issuing goods, stock checks
- Driving a Van, as required, for both short and long distances
- Assisting technicians with general operative work
- Maintaining positive environmental standards and procedures
- Adhering to risk, safety and environmental management
- Efficient use of Irish Lights assets
- Have a flexible approach to work and working hours and to carrying out other duties as required
- Delivering agreed objectives under the Performance and Development System (PADS). These can include goals for personal and skills development.
- Demonstrating a commitment to the Irish Lights Strategy, "Safe Seas - Connected Coasts"



### Key Requirements, Qualifications, Experience and Required skills;

#### Essential

- Experienced general worker with broad skills and capabilities to undertake the duties of the role
- Evidence of working within a team
- Ability to self-organise and work independently.
- Commitment to ongoing personal up-skilling and development
- Good communication skills
- Prepared to travel and work away from Dun Laoghaire
- Full, clean driving licence

#### Desirable

The following are desirable but training will be provided, if required:

- Relevant qualification – holder of Construction Skills Certification Scheme (CSCS) card
- Experience of mobile plant operation – forklift, pallet truck, teleporter, crane, slinging and lifting operations and associated banksman duties
- Experience of stores operations
- Experience of grit blasting, high pressure washing
- Basic welding
- Basic mechanical and electrical skills
- Reasonable ICT skills

#### Salary

A salary of €30,440 rising to €37,125 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 **19 November 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.*