

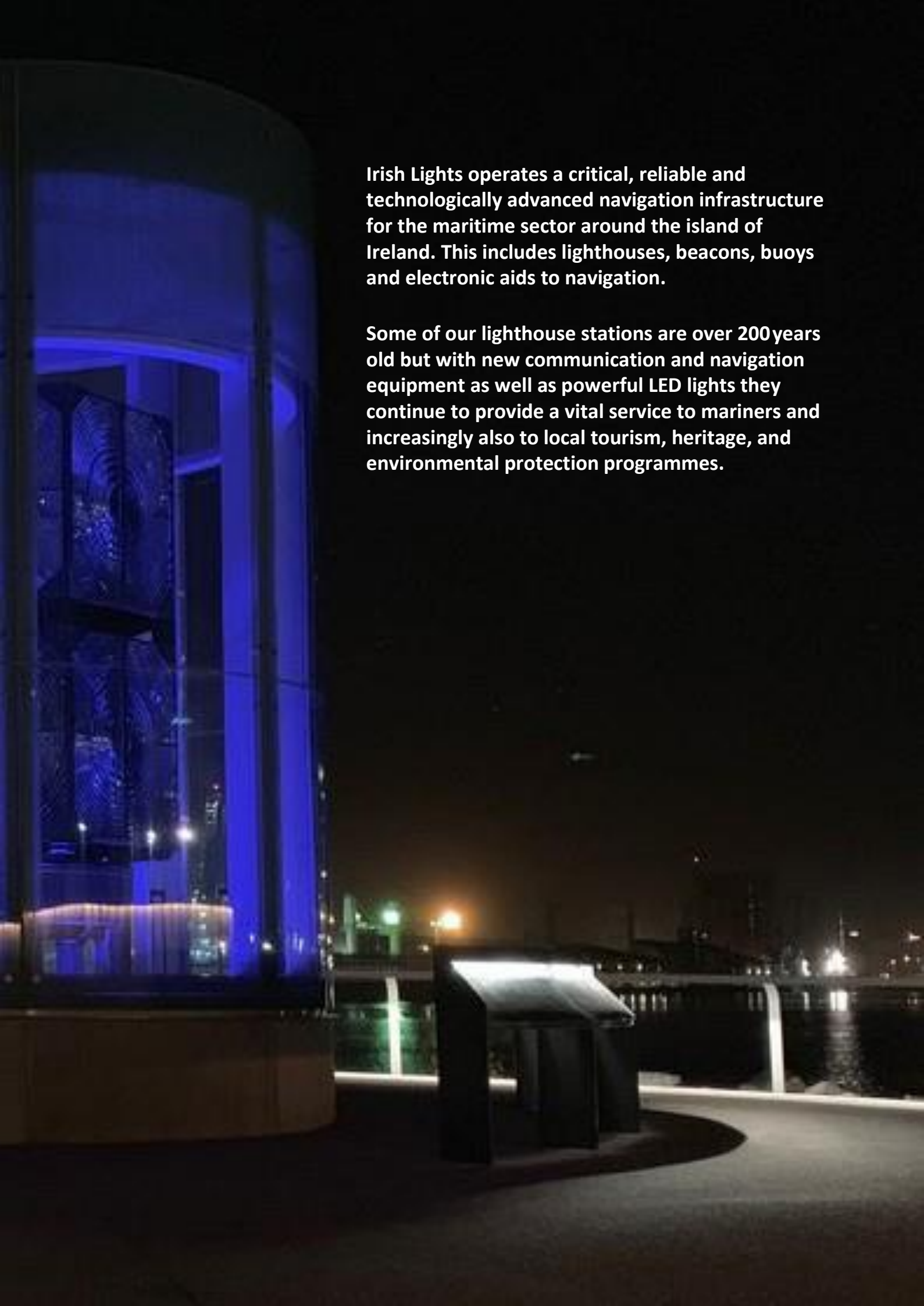


Commissioners of  
**IRISH LIGHTS**

Navigation  
and Maritime  
Services

**CANDIDATE BRIEFING PACK**  
Navigation Support Officer  
E-Navigation and Maritime Services

**Closing date for applications is 12 February 2024**  
[@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. 3,500 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 recognises 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, we will work closely with all stakeholders to meet their evolving needs and to achieve our vision.



## Navigation Support Officer E-Navigation and Maritime Services

### Overview of Role:

In consultation with our internal and external stakeholders, the eNavigation & Maritime Services (EMS) department is tasked with provision of navigation policy advice, navigation risk assessment, optimising our current and future marine data assets, support for service delivery to Coastal Operations and reviewing current and future provision of Aids to Navigation.

Reporting to the Navigation Services Manager (NSM), the Navigation Support Officer (NSO) is a mid-level role requiring excellent decision-making, organisational, communication, teamwork and interpersonal skills.

A key part of the role is to provide support on navigation to the EMS team including:

- The preparation of Board and Departmental reports,
- Navigation assessments for Foreshore Licence, Aquaculture applications, Maritime Area Consent Applications and statutory sanctions,
- Supporting ship superintendence and survey requirements.

The role delivers client-facing activities, which are time sensitive, and liaises with stakeholders in the maritime and government sectors. This includes, the fishing industry, leisure sectors, ports, harbours, district and county councils, General Lighthouse Authorities and government departments. The role also engages with the wider energy sector including maritime research & development, Search and Rescue (SAR) community, Irish Coastguard and the UK Maritime Coastguard Agency (MCA).

The role will suit someone with maritime operations and project management experience who has a passion for our core mission of ensuring safety for all at sea. The role is rewarding and challenging, requiring a flexible approach to work, including limited travel.

### Accountabilities:

- Ownership of Foreshore Licence consultation process and future Maritime Area Consent (MAC) process.
- Tracking of statutory consultee requests and authoring of responses following appropriate internal consultation.
- Liaison with the other General Lighthouse Authorities (*Trinity House, Northern Lighthouse Board*), Government departments and agencies to ensure a consistent approach to navigational safety issues.
- Ownership of the Aquaculture Licencing feedback process to provide timely responses to relevant Departments on new and existing applications for sites and Special Unified Marking Schemes (SUMS).
- Scheduling and record keeping, management of offshore renewable energy consultations, including tracking of progress and status of applications. Liaising with developers/applicants and proactively managing internal shared resources to deliver timely replies.
- Management of chart and publication requirements for the Maritime Services within EMS including electronic chart licencing.



### Accountabilities (Contd.)

- Maintenance of tracking tools for buoy maintenance and provision of regular updates to buoy construction planning meetings.
- Assisting the NSM in the analysis of outages and presentation of key metrics to drive quality improvements.
- Ensure the quality assurance of navigation data contained within Irish Lights information systems in conjunction with the Irish Lights Data Analyst.
- Assist with the development of current and future GIS systems.
- Respond to queries and liaise with the public on issues pertaining to navigation safety in an Irish Lights context.
- Deliver on objectives agreed in the Performance and Development System (PADS).

### The ideal candidate will have:

- Excellent verbal and written communication skills for preparing and presenting information internally and externally.
- An appreciation and ability to understand the potential implications of new technology for the maritime sector and Irish Lights in particular.
- Sound judgment to make decisions within their area of responsibility.
- Ability to analyse and categorise data in order to make it actionable.
- Strong people focus, with an ability to work collaboratively across internal departments and with partner organisations.
- Experience in project management and an ability to work on a wide range of issues simultaneously.
- Ability to anticipate and plan for the requirements of a particular task including execution of the task in a timely manner.
- An ability to work independently or as part of a team.
- Personal alignment and commitment to the mission and values of Irish Lights
- Experience of handling structured and unstructured data and analysing with a high degree of accuracy
- High level of integrity, confidentiality, and accountability
- Sound planning, prioritisation, and execution skills

### Essential:

- Degree Level 8 qualification, or equivalent maritime qualification and experience
- STCW Certification (DECK)
- Experience in marine and/or navigation sectors
- Relevant professional or technical background
- Record of delivery on budget and time targets
- Excellent organisation and communication (written and oral) skills
- Excellent teamwork and interpersonal skills
- Strong ICT skills

### Desirable:

- Background in technology and/or innovation
- Project Management experience
- Familiarity with environmental legislation and requirements, including Appropriate Assessments, SACs, SPAs.
- Experience working with information systems
- Interest/familiarity with marine legislation
- Membership of a relevant professional organisation
- Experience working with geospatial data and GIS

### Salary:

The annual salary scale for this role is €53,846 - €64,272 (8 points).



## 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 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 increasing to 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.

**Remote / Blended Working:** Irish Lights operates a Blended Working policy for eligible roles. 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.

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

\* To be considered for this role, candidates must be able to prove they have the right to work in Ireland. Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: <https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/>

Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions.



## 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 12 February 2024.**

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



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