



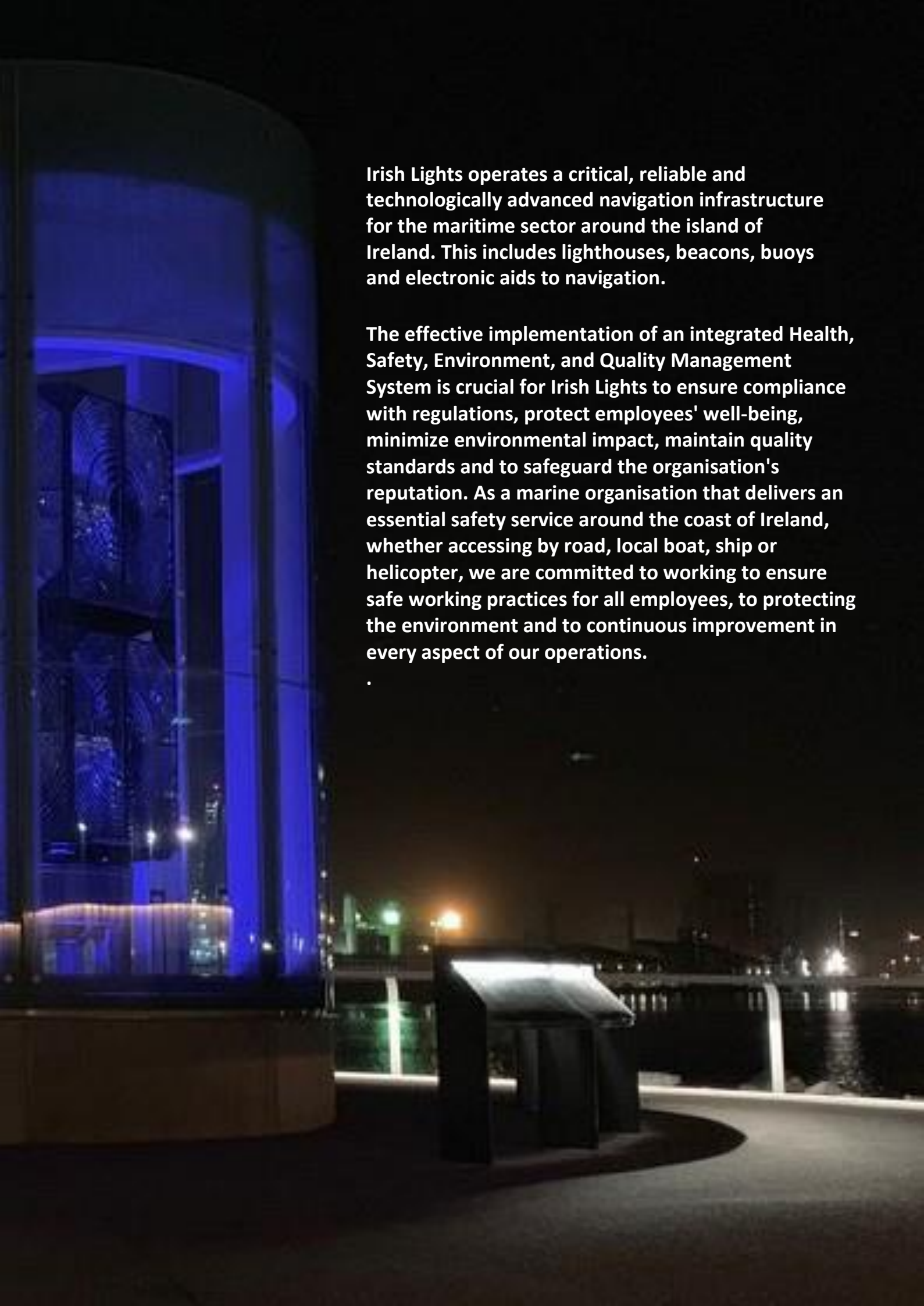
Commissioners of
IRISH LIGHTS

*Navigation
and Maritime
Services*

CANDIDATE BRIEFING PACK
Health, Safety, Environmental and Quality Manager



Closing date for applications is 29 April 2024



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.

The effective implementation of an integrated Health, Safety, Environment, and Quality Management System is crucial for Irish Lights to ensure compliance with regulations, protect employees' well-being, minimize environmental impact, maintain quality standards and to safeguard the organisation's reputation. As a marine organisation that delivers an essential safety service around the coast of Ireland, whether accessing by road, local boat, ship or helicopter, we are committed to working to ensure safe working practices for all employees, to protecting the environment and to continuous improvement in every aspect of our operations.



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 -2024. 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.

Health, Safety, Environmental and Quality (HSEQ) Manager



Overview of Role:

The Health, Safety, Environmental and Quality (HSEQ) Manager role within Irish Lights will be responsible for leading on health, safety, environmental and quality and ensuring and supporting compliance with all relevant legislation and standards. They will provide governance and specialist advice across the organisation and manage the maintenance and assurance of the Integrated Management Systems (IMS) to ensure appropriate HSEQ compliance with regulatory requirements.

The HSEQ Manager will be accountable for developing and implementing safety, environmental and quality policies, procedures and management systems throughout the organisation. They will meet the requirements for their role as set out in the Irish Lights Safety Management System (SMS), the Granuaile SMS, the Sustainability Strategy and Integrated IMS Manual, once established. While the role is office based, the HSEQ Manager will be required to visit our ship, the Granuaile and our lighthouses, both on-shore and off-shore which may be by helicopter, where access by road or boat is not possible.

The HSEQ Manager will lead the implementation of our corporate Sustainability Strategy and Action Plan and ensure that our environmental and climate action obligations, including adoption of new climate change legislation year on year, is incorporated into our annual operational plans. They will play a key role in achieving and maintaining ISO accreditation to Health and Safety, Environmental and Quality standards ensuring continuous improvement.

The HSEQ Manager is based in the Coastal Operations Department reporting to the Director of Coastal Operations. The HSEQ Manager will have direct access to the Chief Executive on safety matters, as required.

The Health, Safety, Environmental and Quality (HSEQ) Manager will:

- Lead and promote the development and successful implementation of our new Integrated Management System and ISO accreditation to 9001, 14001, and 45001.
- Influence and engage at all levels to ensure HSEQ receives appropriate focus and priority.
- Determine and ensure the delivery of Health and Safety Policy, Health and Safety Objectives, Environmental and Sustainability Objectives and the implementation of an Integrated Management System.
- Provide legislative and regulatory assistance along with governance and specialised advice all issues associated with quality management, safety, the environment across the entire organisation.
- Oversee audits, inspections, and performance monitoring of HSEQ compliance, ensuring that corrective and preventive actions are addressed in a timely manner.
- Collate data from all sources, internal and external, to ensure objectives, targets and trends are supported by quantifiable, objective evidence including supporting change and continual improvement.
- Maintain the Integrated Management System, including the Safety Management System, Sustainability Strategy, and Quality Manual, and ensure that they are reviewed regularly and that updates are promulgated as appropriate.
- Identify and implement initiatives to improve the IMS where possible.
- Ensure that Irish Lights remains compliant with all applicable health, safety and environmental legislation including changes to regulations.
- Represent Irish Lights externally in agreed stakeholder forums and on the Inter GLA working groups related to health, safety and sustainability.
- Ensure that the Governments Climate Action Plan annual updates are incorporated into the Irish Lights Climate Action Roadmap and the Irish Lights Sustainability Strategy, as appropriate.



The Health, Safety, Environmental and Quality (HSEQ) Manager will: (contd.)

- Provide support and advice to safety representatives and safety committees.
- Chair the Irish Lights Green Team and IMS annual Management Review
- Plan all safety, quality, and environmental related training including induction, mandatory safety training and various refresher training.
- Promptly investigate all safety related accidents, incidents and near misses conducting root cause analysis, trend analysis and corrective/preventive actions where applicable.
- Manage third party Health and Safety, Environmental or Quality consultants as required, including preparation of procurement documentation and input into evaluations when requested.
- Liaise with the Human Resource department on training, health and wellbeing, incidents and accidents as required.

Accountabilities:

- Management of the Irish Lights' SMS, Granuaile SMS, Sustainability Strategy and Quality Manual requirements
- Monitoring compliance of policies, procedures and HSEQ Legislative requirements
- Preparation of the Annual HSEQ Report
- Preparation of the Annual HSEQ Training Plan
- Preparation and administration of the expenditure from the HSEQ Budget
- Preparation of the annual Corporate HSEQ objectives
- Evaluation of practices, procedures and facilities to assess risk and adherence to legislation and industry best practice
- Conducting workshops, training, audits and presentations on HSEQ matters

The ideal candidate will have:

- Attained a NFQ Level 8 or equivalent in a related discipline, e.g. health and safety, environment
- Detailed knowledge of legislation and ability to interpret and translate such information into business policy and procedures
- A working knowledge and experience of HSEQ management systems
- Persuasive, influencing and negotiating skills
- The ability to demonstrate an understanding of health, safety and environmental legislation
- The ability to demonstrate ability in producing reports and developing relevant policies
- A practical, determined and principled approach



The ideal candidate will have (contd.):

- Knowledge of Irish Lights operations and processes
- Experience of managing training and development
- A record of team and organisational leadership
- Excellent communication, presentation and people skills
- Strong ICT skills
- Experience of working in the construction industry
- Previous experience in developing policies and procedures.
- A Lead or Internal Auditor Qualification
- Proven experience working in a Health, Safety, Environmental and Quality role ideally with management level safety profession experience

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 scale for this role is €74,144 - €85,939 (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, 28.97% 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.

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 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.

** 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
T: +353 1 2715400

Closing date for applications is close of business on 29 April 2024.

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