



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

**CANDIDATE BRIEFING PACK**  
Navigation Services Advisory Officer (Shore-based role)  
Specified Purpose Contract

**Closing date for applications is 9 May 2025**



**The Commissioners of Irish Lights (Irish Lights) has responsibility under the Merchant Shipping Acts and the SOLAS Safety of Life at Sea Convention for the regulation of all marine Aids to Navigation (AtoN) around the island of Ireland and for wreck response outside of harbour areas. Irish Lights provides AtoN for general navigation and inspects and audits Local AtoN provided by Local Lighthouse Authorities (LLA) in ports, harbours and Local Authority areas, and ORE developments. Irish Lights is a statutory consultee under the Marine Area Planning, Foreshore and Planning Acts.**

**Irish Lights works closely with Trinity House (England, Wales, and Channel Islands) and the Northern Lighthouse Board (Scotland and Isle of Man) to deliver AtoN services. This close cooperation with Trinity House and Northern Lighthouse Board allows all three organisations to share resources and expertise for the benefit of all stakeholders.**

**In addition to our core statutory services Irish Lights uses its required reserve capacity to provide commercial and added value services to industry and serves coastal communities through initiatives such as Great Lighthouses of Ireland.**





### 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 Ireland and Northern Ireland, 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

## Goals and Key Focus Areas for 2025–2030

This 2025–2030 strategy is strongly focused on safe navigation through the provision and regulation of Aids to Navigation to the international standards set by IALA. The strategy recognises the importance of this infrastructure to safe, efficient, and environmentally responsible trade encompassing over 90% of goods brought to/from the island of Ireland.

It also recognises:

- the central importance of addressing the drivers of strategic change, including climate action measures at the forefront of our work programmes including measures to deliver our Climate Action Roadmap.
- the increasing demands on our sea space and the need for collaboration to deliver the best Marine Spatial Planning outcomes for all users. Existing shipping, fishing and leisure activities will be required to share our sea space and coexist with ORE developments, MPA's and DMAPs.

Strategic Goals and Focus Areas 2025–2030	
	<p><b>1. Ensure Safe Navigation for All</b> Provide and regulate to international standards a network of marine aids to navigation around the island of Ireland, which is secure, resilient, and technically advanced and which protects lives, the economy, trade and the environment.</p>
	<p><b>2. Demonstrate Leadership, Collaboration and Alignment at National and International Level</b> Act as trusted experts working in co-operation with our national, GLA, and international partners, to align the development of safe navigation services to evolving policy, regulatory and industry needs, using innovative technology and promoting the shared and safe use of the maritime domain.</p>
	<p><b>3. Commit to Sustainable Operations, Climate Action, Protection of the Environment and Biodiversity</b> Make a difference by managing climate risks, reducing our impact on the environment, promoting biodiversity and capturing the opportunities that sustainability can bring.</p>
	<p><b>4. Serve Coastal Communities, Safeguarding and Sharing Our Maritime Heritage</b> Build relationships at a local level, by promoting the use of maritime heritage assets and by growing and harnessing our all-island Great Lighthouses of Ireland tourism partnership to maximise local benefits.</p>
	<p><b>5. Deliver Excellence and Stay True to Our Values</b> Combine the skills and expertise of our employees with new technologies to drive quality, reliability and continuous improvement, maintaining excellence and staying true to our values of Professionalism, Quality, Respect, Innovation, Trust and Collaboration</p>

# Navigation Advisory Services Officer

## Navigation, Maritime and Consenting (NMC) Department



### Background to the role:

Irish Lights works for the benefit and safety of all mariners. The role that Irish Lights plays is vital in creating a safe environment for ships to operate around our coasts.

Irish Lights is required to support the superintendence and management of Local Aids to Navigations (AtoNs) and Local Lighthouse Authorities; identify and develop commercial opportunities and value-added opportunities. Irish Lights is seeking a Navigation Advisory Services Officer to meet these requirements.

### Overview of the role:

The Navigation Advisory Services Officer role will be shore-based in Dun Laoghaire and will spend a significant proportion of time on the coast. The role will report to the Navigation Services Manager and will work closely with the LAtON Lead and other members of the NMC Team. As the role will operate in the statutory, commercial and added value aspects of the business, care must be taken to avoid conflicts of interest.

This mid-senior role involves a mix of regulatory and business development skillsets. It would suit an experienced mariner with commercial sea-going and/or shore-based experience. The role is varied involving a mix of office based work, home based work and travel. A hire car is provided for coastal travel. The statutory aspect of the role requires excellent people skills and an ability to establish and build relationships across multiple agencies and community organisations.

Along with the LAtON Lead, the successful candidate will plan and execute the annual inspection programme for local Aids to Navigation, liaising with Local Lighthouse Authorities and other Aid to Navigation providers as appropriate. As well as conducting inspections, the role also involves auditing of Local Lighthouse Authorities which is necessary to ensure their Aids to Navigation comply with guidelines provided by the International Organization for Marine Aids to Navigation (IALA) and any obligations under the Port Marine Safety Code (Northern Ireland).

### Accountabilities:

- Work with the LAtON Lead to improve compliance with agreed standards for Local Aids to Navigation (LAtON) and in particular:
  - Assessment of Statutory Consent applications
  - Assessment of Local Lighthouse Authority (LLA) Maintenance Management and Risk Assessment systems
  - Inspection of Local Aids to Navigation
  - Support and advice to LLA on compliance and engagement with Irish Lights
  - Follow up on Corrective Action Requests and Assessment Actions
  - Maintenance of Local Aids Database including records and system improvement
  - Planning of Local AtoN activity, preparation of support materials and preparation of reports
  - Increase awareness of navigational risk and mitigation
  - Assist LLA in their statutory role as part of Maritime Spatial Planning
  - Training





### Accountabilities (contd.)

- As required, work with NMC Team and others to develop existing and new Navigation Services in areas such as:
  - Maritime Spatial Planning
  - Renewable energy support
  - Wreck Response and Marking
  - Emergent e-Navigation services
  - Marine Autonomous Surface Systems (MASS)
  - Technological development
  - Visual and electronic solutions
  - Risk Assessment and Advisory Services
  
- Maintain and develop relationships with key coastal and industry contacts
  
- As required, work with the Commercial Services Manager and others to identify new commercial opportunities for use of reserve capacity in areas such as:
  - The use of Irish Lights fixed and floating infrastructure to support coastal business
  - The provision of advice and services utilising Irish Lights experience and specialist knowledge
  - AtoN advice and support including health checks and risk assessments
  - Research and Development support
  - Ship Charter
  - Buoy Services
  - Data Services
  - Consultancy Services and Partnerships
  - Training including IALA AtoN courses on national or regional basis
  
- Work with the NMC team and others to identify opportunities for Value Added services in areas such as:
  - Met Ocean Services
  - Maritime Spatial Planning
  - Environmental protection
  - Surveying and Charting
  - National Incident Response
  
- Carry out other duties as requested.



## The ideal candidate will have:

### Essential

- Officer of the Watch STCW 95 Deck qualified (or Skipper (Full)/(Limited) STCW -F or naval equivalent)
- Excellent communications, report writing and people skills
- Innovative thinker capable of end-to-end delivery
- Proven self-starter and collaborator
- Track record in delivery of projects on time and to budget
- Full clean driving licence

### Desirable

- Degree level qualification in relevant field
- Regulatory administration experience
- Experience of compliance auditing, especially in the public sector
- Relevant professional experience in a customer facing role
- Commercial delivery background
- Membership of professional organisation
- Detailed coastal knowledge

## 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 €57,287 and €68,380, based on experience.

### Contract Type

Specified purpose – minimum duration **8** months



## 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, with an option to join a defined benefit or defined contribution pension scheme, are attached to this role.

**Death in service pension benefits:** The defined benefit 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, pro-rated to length of contract.

**Sickness Absence Provisions:** The Irish Lights Sick Leave policy applies, on a pro-rated basis, to this role.

**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 eyesight test voucher.

**Travel and Subsistence:** Travel and subsistence expenses are paid to employees required to travel, in accordance with approved rates.

**Onsite facilities:** There is onsite car parking at our Dun Laoghaire office, including e-charging points and bicycle stands. Shower/locker room facilities are also available.

**TaxSaver Scheme:** Employees who travel to work using public transport can avail of a TaxSaver ticket which provides significant savings on travel costs.

*\* 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 9 May 2025.**

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*