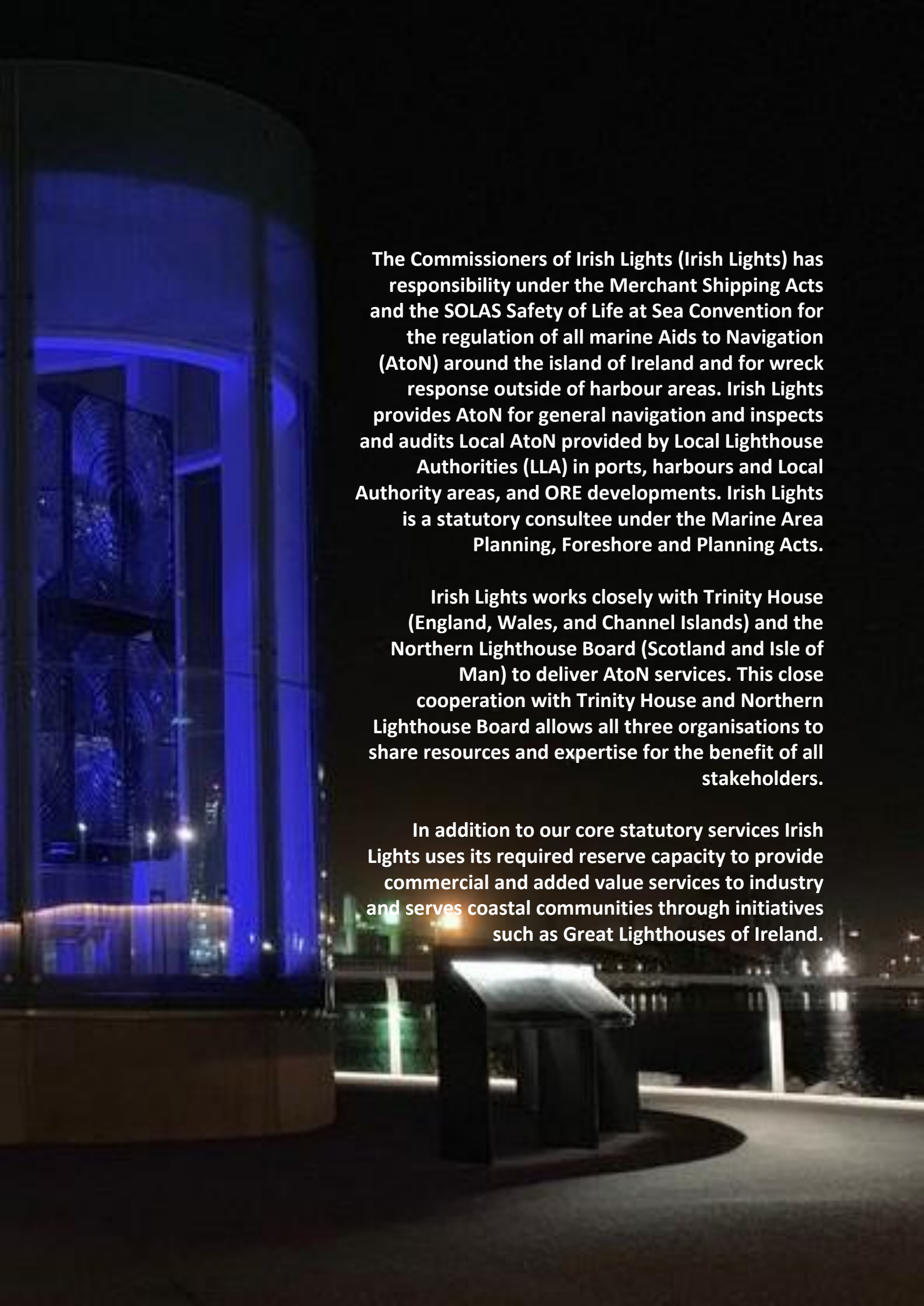




Commissioners of
IRISH LIGHTS | *Navigation
and Maritime
Services*

**CANDIDATE BRIEFING PACK
PLANNING AND LOGISTICS
COORDINATOR**

Closing date for applications is Monday, 12 January 2026



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.



Overview of Role

The Planning and Logistics Co-ordinator (PLC) is the critical planning and logistics role reporting to the Support & Planning Manager. The PLC is responsible for working with the coastal teams to ensure the efficient logistics planning for all works including maintenance and capital projects as identified in the operational plan and the optimal matching of resources to requirements. All transport and equipment assets will be coordinated through the PLC. The PLC will lead planning activity and ensure most effective use of the available transport assets. Transport assets managed by the PLC include helicopter, vans and cars. In addition, the PLC will coordinate the use of ILV Granuaile in cooperation with the Navigation, Maritime & Consenting Department (NMC).

The PLC may delegate specific areas of primary responsibility to operational teams. Such delegations may change from time to time and do not limit the overall role of the PLC which is to undertake activity across the Planning and Logistics area as required by SPM.

The PLC represents Irish Lights on all operational aircraft related issues at the Tri GLA CFM Group and has a range of specific duties relating to the safe and efficient operation of the PDG aircraft contract. The PLC will support the replacement of the aviation services project and will be responsible for the operational planning of helicopter operations post the Tri-GLA contract arrangements.

Accountabilities

- Day to day leadership of coordinated planning activity and holder of Coastal Operations operational plan.
- Effective, economic and efficient deployment of contract aircraft for Irish Lights Operations including liaison with the aviation operator and other users such as the other General Light House Authorities.
- Detailed recording and verification of flying hours for invoicing purposes and payment purposes.
- Point of contact for all aircraft operations issues and attend Tri-GLA meetings with Northern Lighthouse Board and Trinity House.
- Liaising with helicopter operator in relation to scheduled downtime due to servicing, technical issues or weather-related downtime. Management of aircraft flying suits and helipad specific fire-fighting equipment.
- Arrange mandatory aircraft training for employees including dangerous goods, Helicopter Landing Officer training and Helicopter Underwater Escape Training
- Effective, economic and efficient use of the ILV Granuaile in cooperation with NMC including the management of outsourcing of ship laundry contract.
- Effective, economic and efficient use of cars and vans, and hire vehicles (Van servicing, tax, fuel cards, repairs, booking availability).
- Management of Irish Lights vehicular road fleet
- Manage the procurement of haulage requirements for Irish Lights Dun Laoghaire and Granuaile
- Management of tools, lifting equipment and safety equipment held in Dun Laoghaire including certification of same in line with the General Applications Regulations



Accountabilities (Contd.)

- Maintenance of positive environmental standards and procedures
- Preparation of reports, procedures and plans
- Short, medium and long term planning
- Risk, safety and environmental management
- Continuous improvement cycle for systems, processes and policies
- Leadership, communications and innovation
- Strategic approach to responsibilities
- Ability to prioritise work and work to deadlines
- Deliver on objectives agreed in the Performance and Development System (PADS)

Experience and Qualifications

- Qualification in planning, logistics, marine, engineering or relevant technical area
- Experience and knowledge of maritime operations
- Strong coastal knowledge
- Demonstrated ability for planning and logistics
- Ability to prioritise work and work to deadlines
- Ability to demonstrate leadership, communication and innovation skills
- Excellent communication, people and writing skills
- Demonstrated ability of collaboration and leadership
- Strong ICT skills

Salary

A salary of €42,807 rising to €51,908 (8 points) is 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 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.

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 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.



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. 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 provider of reliable, efficient and cost-effective navigation and maritime services for the safety of all.

Vision Statement

Irish Lights will be a dynamic, forward facing maritime organisation, conscious of our long history and poised to deliver future safe, smart and sustainable maritime services – at the interface of navigation, technology, data and engineering.

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
T: +353 1 2715400

Closing date for applications is midnight on **Monday, 12 January 2026**.

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.