

CANDIDATE BRIEFING PACK

NAVIGATION PLANNING AND POLICY MANAGER *Navigation, Maritime and Consenting Department*



Closing date for applications is 5.30pm on Friday, 4 September 2026

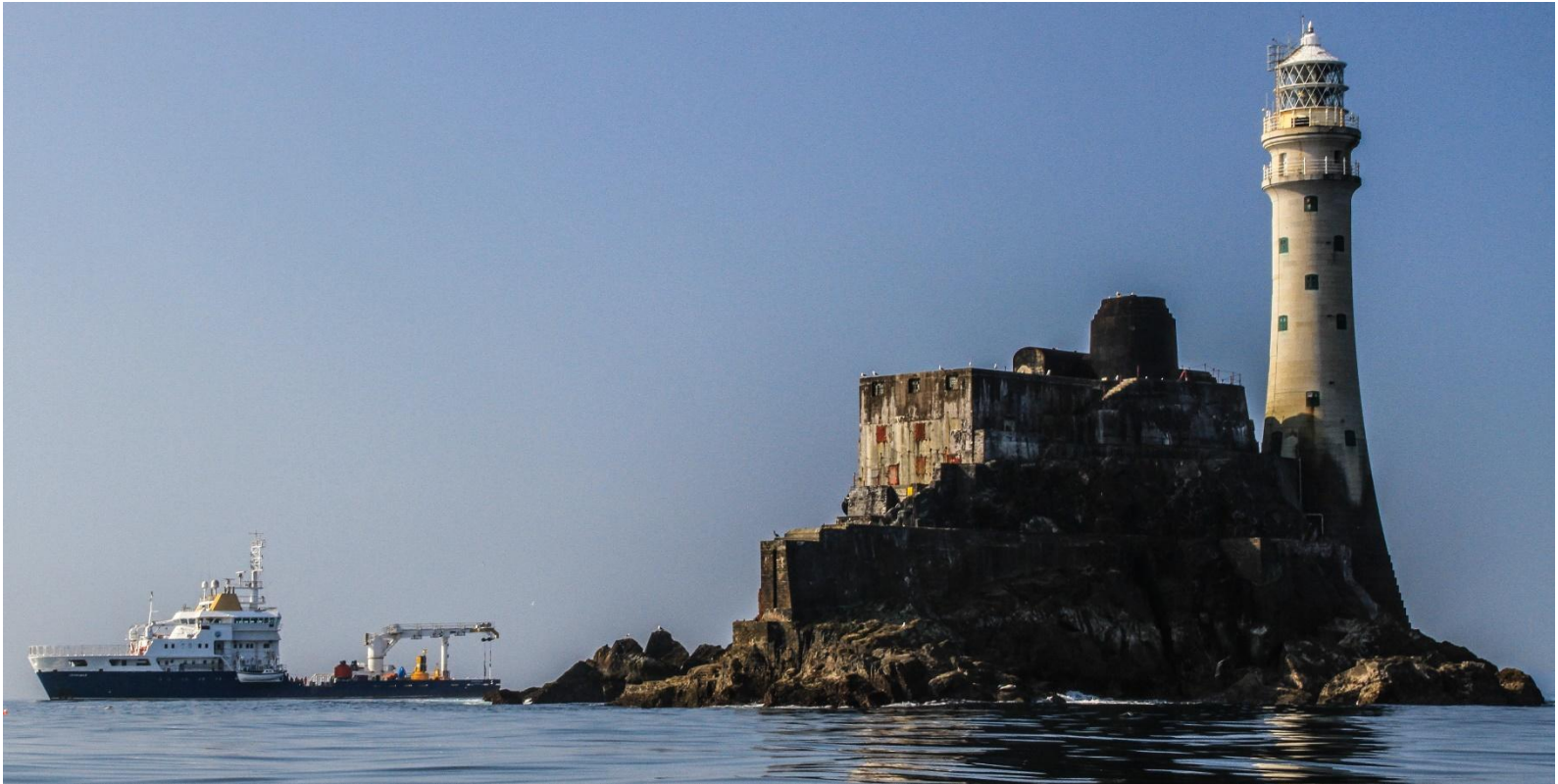
"Safe Navigation at Sea"



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 Foreshore Act and Planning & Development Acts, and works closely with MARA in relation to the Marine Area Planning Act.

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. 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 services 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

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, MPAs and DMAPs.

Strategic Goals and Focus Areas 2025–2030



- 1. Ensure Safe Navigation for All** 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.



- 2. Demonstrate Leadership, Collaboration and Alignment at National and International Level** 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.



- 3. Commit to Sustainable Operations, Climate Action, Protection of the Environment and Biodiversity** Make a difference by managing climate risks, reducing our impact on the environment, promoting biodiversity and capturing the opportunities that sustainability can bring.



- 4. Serve Coastal Communities, Safeguarding and Sharing Our Maritime Heritage** 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.



- 5. Deliver Excellence and Stay True to Our Values** 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



Overview of Role

The **Navigation Planning and Policy Manager (NPPM)**, reporting directly to the Director of Navigation, Maritime & Consenting, will lead the planning, policy and regulatory assessment of maritime projects in terms of safety to navigation and the aids to navigation domain. They will engage with external stakeholders and maintain awareness of national and international maritime safety developments and provide advice on navigation and maritime safety policy.

The role will also oversee the overall department's project tracking and ensure updates and status reports are delivered in a timely manner.

The NPPM will be responsible for leading policy engagement across the following two strategic areas:

- Navigation Safety and Aids to Navigation, Planning, Policy & Regulation (Focus Area 1)
- Related National and International developments and Stakeholder Engagement (Focus Area 2)

They will lead a small team of subject matter experts and co-ordinate the preparation and delivery of management information on behalf of the NMC department and input to the wider organisation, as required.

Accountabilities

The NPPM will lead the engagement on Navigation Safety, Planning, Policy and Regulation and provide advice and analysis to the DNMC and CEO.

The primary responsibilities will include:

- Provide leadership on stakeholder engagement at national and international level providing an authoritative input to key regulatory, planning, advisory and policy processes relevant to navigation safety.
- Manage, develop, advise and report on Irish Lights internal processes for Navigation Safety and Aids to Navigation.
- Represent Irish Lights at relevant meetings of the International Organization for Marine Aids to Navigation (IALA), General Lighthouse Authority committees, UK Safety of Navigation Committee, Maritime Regulators Forum and other committees, working groups with other organisations / conferences.
- Contribute to the assessment and, where appropriate, development of future safety of navigation services.
- Provide verbal and written advice and input to the Director of NMC and CEO on emerging maritime safety and related policy and stakeholder issues and prepare written responses to national consultations and stakeholder issues of relevance to safety of navigation.
- Prepare annual operational plans, budgets, external and internal submissions and reports, project delivery and status reports, board papers, business continuity plan, risk register, and oversight of audit activities for the NMC department.
- Develop the policy and service delivery standards for Met Ocean Service.
- Input to strategy development within Irish Lights and the General Lighthouse Authorities.
- Support the Communications Manager to promote the work of the Irish Lights.



The ideal candidate will have:

- A Master Mariner (or Naval equivalent) with command experience and/or an additional relevant degree or recent relevant experience.
- Experience relating to maritime policy, regulation, engineering, safety or science will be beneficial in the role.
- An understanding of the relevant policy and regulations of maritime safety and aids to navigation.
- Knowledge and experience of maritime safety systems, standards, and international developments across all user classes.
- Technical competency in relation to navigation, including radio navigation, and the development and standardisation of ship and shore systems.
- Experience in providing advice, as well as designing, developing and delivering new strategies and services as a response to policy and regulatory changes in the maritime sector.
- The experience to review and disseminate key themes in the current and future Irish Lights strategies, the GLA 2040: Navigating the Future strategy and any subsequent documents/publications.
- The knowledge to understand and translate Irish Lights' strategy into operational outcomes, by formulating plans, communicating intentions and executing without direct supervision.
- The ability to innovate and deliver business process improvements.
- Excellent interpersonal, communication (verbal and written) and networking skills.
- Stakeholder engagement experience building trusted relationships to deliver key outcomes.
- Proven ability to manage the delivery of a portfolio of projects, using data analytics to communicate with impact.
- Project management and team leadership experience.
- A full, valid driving licence

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

An annual pay scale of €92,732 - €106,581 (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 employees.

Remuneration: An attractive salary range and pension benefit 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 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.



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 5.30pm on 4 September 2026.

Applicants who anticipate requiring assistance or reasonable accommodations for any part of the application or interview process may contact, in confidence, human.resources@irishlights.ie.

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



Commissioners of
IRISH LIGHTS | Navigation
and Maritime
Services

The Commissioners of Irish Lights is an equal opportunities employer and promotes diversity in the workplace