



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

***CANDIDATE BRIEFING PACK***  
**Design and Support Engineer**  
**eNavigation and Maritime Services Department**



<b>Location:</b>	Head Office, Harbour Road, Dun Laoghaire, Co Dublin, A96 H500
<b>Vacancy:</b>	Design and Support Engineer
<b>Remuneration:</b>	Starting at €56,000 per annum plus attractive benefits package

### Background

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, 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.

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 330 general aids to navigation, the superintendence of approx. 3,300 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, the '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.

See our website [www.irishlights.ie](http://www.irishlights.ie) for further details.

### 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**

In 2018 Irish Lights launched our strategy “Safe Seas - Connected Coasts” which is available on our website.

The strategy recognizes 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. In particular 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.

**Our four departments:**

The **eNavigation and Maritime Services** (EMS) Department was created in 2019 and leads on foresight, policy and stakeholder engagement and the design, development and delivery of new electronic AtoN and maritime information services. It has three key functional units: (i) Navigation Requirements and Services (ii) Commercial Services (iii) eNavigation & Maritime Services Design & Development Hub.

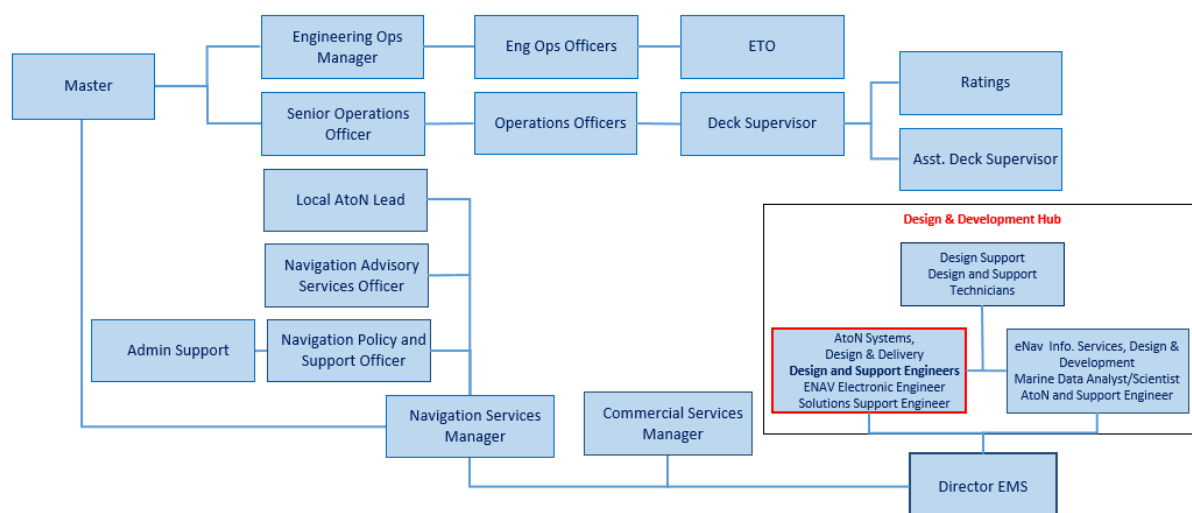
The **Coastal Operations** (CO) Department is focussed on delivery of operations on the coast and the Dun Laoghaire facility.

The **Information and Communication Technology** (ICT) Department supports the efficient and effective execution of the organisation’s business processes, design of network and systems architecture and management of ICT infrastructure and networks.

The **Corporate Services** (CSD) Department is responsible for Finance and Management Accounting, Corporate Governance, Annual Corporate Plan & KPI Reporting, Legal and Insurance, Procurement, Support to Commercial Services and Business Continuity.

In addition the Human Resources Team, Communications Manager and Programme Manager report directly to the Chief Executive.

## Reporting relationship in eNavigation and Maritime Services (EMS):



### Overview of Role

The Design & Support Engineer (DSE) will provide professional engineering input (particularly civil & structural engineering, property, and estate management) for Irish Lights. The DSE will work in the Design and Development Hub as part of the eNav Systems, Design and Delivery Team to support the design, costing and implementation of lighthouse work packages and other incidental projects. The DSE will maintain strong technical knowledge on equipment and techniques related to Irish Lights activities and develop proposals for the effective and economic provision of the required Aids to Navigation (AtoN) service. The DSE may also propose projects as input to the project management process. The DSE will also assist with risk assessments and safe work procedures.

### Accountabilities

- Flexible support to eNavigation and Maritime Services requirements
- Maintain a cross functional link to the Operations Engineering Managers in the Coastal Operations Department
- Strategic and proactive input into design process
- Timely preparation of design for planned work
- Accurate project costing
- Preparation, where required, of risk assessments and work statements
- Sourcing of materials in accordance with procurement procedures
- Maintain positive environmental standards and procedures
- Assistance with preparation of management and board reports
- Risk, safety and environmental management
- Continuous improvement cycle for systems, processes and policies
- Leadership, communications and innovation
- Research and development, industry and sector awareness
- Active employee/team development and management
- Deliver on objectives agreed in the Performance and Development System (PADS)
- Commitment to delivering the Irish Lights Strategy

## Key Requirements, Qualifications, Experience and Required skills

### Essential

- Degree or equivalent professional qualification, ideally in Structural / Civil Engineering
- Chartered Engineer or approaching Chartered level
- Experienced technical operations manager
- Record of team building and leadership
- Excellent communication and people skills
- Ability to prioritise work and work to deadlines
- Strategic approach to responsibilities
- Excellent planning, organisation, team building and managerial skills
- Excellent analytical, testing and problem solving skills
- Strong ICT, report writing and record keeping skills
- Self-motivated, with a commitment to self-development
- A flexible approach to work and working hours and to carrying out other duties as required.
- Ability to collaborate internally across Departments and externally with colleagues in other organisations.
- Ability to represent the organisation externally in a national and international context.

### Desirable

- Membership of professional organisation
- Experience of project design and costing
- Experience in integration of civil / mechanical elements in new build and refurbishment

### Performance Expectations

- Lead on the design, cost estimation and implementation of a range of Lighthouse Capital Projects and other incidental work packages.
- Provide strategic and proactive input into forward planning and design processes.
- Maintain strong technical knowledge on equipment and techniques related to Irish Lights activities.
- Lead on the development of technical proposals for the effective and economic provision of the required services.
- Prepare risk assessments, safe work procedures and work method statements.

### Key competencies and behaviours

#### Leadership

- Act in a way that demonstrates commitment to Irish Lights mission, objectives and values.
- Be a role model, embracing and supporting organisational decisions with consistent communications and actions.
- Demonstrate conflict management capabilities.
- Work with others to turn ideas into realities and challenge ideas in a constructive manner.
- Demonstrate effective interpersonal/professional behaviours at all times.
- Build collaborative relationships.

### **Strategic thinking**

- Ability to identify strategic issues, opportunities and risks.
- Understand the functions of all departments in Irish Lights and how they interact.
- Understand the different internal and external stakeholders.
- Use innovative and out of the box ideas to address problems.
- Keep up to date with developments in Programme Management/Project Support and wider business environment.

### **Drive for results**

- Set high standards of performance for self.
- Assume responsibility and accountability for ensuring successful completion of tasks and projects.
- Focus on continuous improvement in order to achieve quality results.
- Take necessary actions when goal achievement is in doubt or in question.
- Be resilient in the face of obstacles and regard setbacks as learning opportunities.
- Be able to prioritise between urgent and important.
- Have a positive solution-focused attitude to all tasks.
- Develop realistic and achievable plans.
- Review and evaluate progress against agreed targets, timelines and budgets.

### **Supporting others**

- Share knowledge, skills and expertise with others.
- Recognise the value that others contribute.
- Respect the knowledge and skills of subject matter experts.
- Learn and provide opportunities to others to learn from your experience.
- Consider the feelings of others before and when taking action.
- Be empathetic and sensitive in difficult situations.
- Promote a friendly, cooperative environment.



## Terms and Benefits

- **Salary** – A salary starting at €56,000 per annum is on offer together with a range of attractive benefits.
- **Pension Scheme** – The pension arrangements form an important part of the pay and reward package offered to employees. The pension scheme is a defined benefit occupational pension scheme and Irish Lights currently contribute 27.9% of salary towards pension benefits. The Employee Contribution is currently 5.45%.
- **Annual Leave** – 23 days annual leave, increasing to 26 after 7 years' continuous service.
- **Travel and Subsistence** – Travel and subsistence expenses are paid to employees required to travel, in accordance with approved rates.
- **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.
- **Family Friendly Policies** – Irish Lights has a range of family friendly policies that allow employees to balance work with other aspects of their lives.
- **Maternity/Paternity/Adoptive/Parental Leave provisions** – Maternity, paternity, parental and adoptive leave benefits are enhanced beyond the statutory entitlements.
- **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. 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.
- **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.
- **Canteen** – There is an onsite canteen that offers a variety of options for breakfast and lunch.
- **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.
- **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.
- **Eye sight test** – Employees can avail of an eye sight test voucher.

## Selection Process

Please apply by emailing a CV and cover letter for the attention of Gemma Gegan to [recruit@irishlights.ie](mailto:recruit@irishlights.ie). Applications will be reviewed and shortlisted. The first round of interviews will be held remotely via Zoom due to Covid-19 restrictions.