



Commissioners of
IRISH LIGHTS | Navigation
and Maritime
Services

CANDIDATE BRIEFING PACK
Operations Officer, ILV Granuaile
eNavigation and Maritime Services Department



Place of work:	ILV Granuaile (<i>Irish Lights Head Office is Harbour Road, Dun Laoghaire, Co Dublin, A96 H500</i>)
Vacancy:	Operations Officer, ILV Granuaile, eNavigation and Maritime Services
Remuneration:	A starting salary of €49,000 rising to €58,500 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 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

Irish Lights strategy “Safe Seas - Connected Coasts” is available on the 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 over the period 2018 to 2023 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 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.

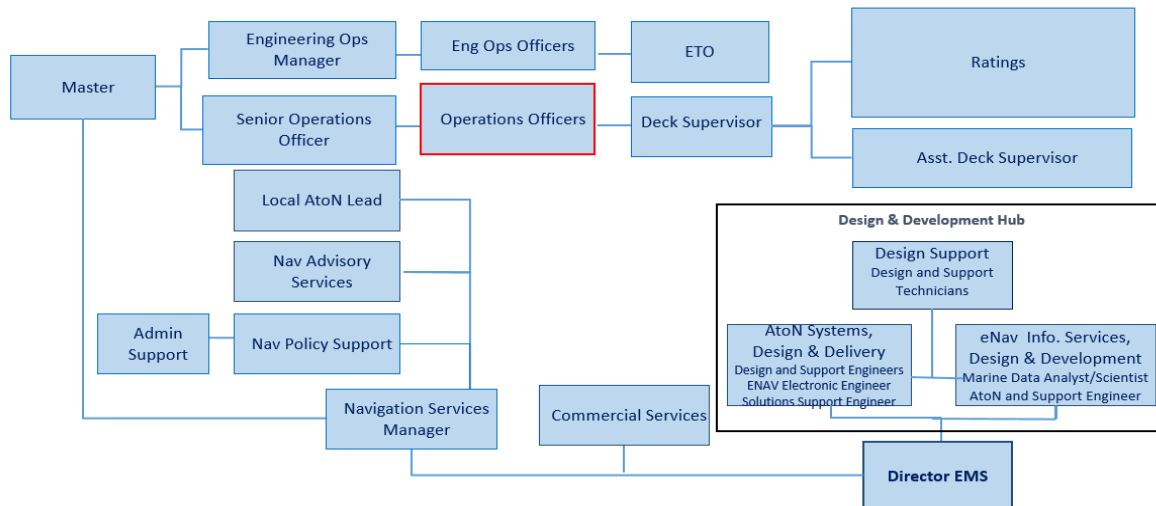
The **Coastal Operations** (CO) Department is focussed on delivery of operations on the coast and the Dun Laoghaire facility.

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 (EMS)



About ILV Granuaile

ILV Granuaile is a multifunctional vessel which operates in the waters around the coast of the Island of Ireland. Its primary function is to place and service offshore buoys, which warn mariners of the location of sand banks, reefs and other offshore hazards near shipping routes. The vessel also serves as a helicopter platform for servicing offshore lighthouses and is available to assist State agencies with search & rescue, emergency towing, oil pollution control, surveying and offshore data collection.

Scope of the Operations Officer

The Operations Officer keeps navigational watches and provide support to the Master and Senior Operations Officer in all aspects of the ships administration and operational tasking. As well as undertaking these duties, the role involves maintaining Aids to Navigation including Lighthouses, and Buoys and surveying the Irish Coast utilising the latest surveying technology.

Main duties and responsibilities of the role include:

- Holds a navigation watch when required
- Inspection and maintenance of ships FFA and LSA equipment
- Ships administration of Safety Management, Operational and Crewing systems
- Assisting the SOO (Chief Officer) with buoy and lighthouse operations as required
- Delivering on objectives agreed in the Performance and Development System (PADS)

Key Requirements, Qualifications, Experience and skills

Essential Qualifications

- Minimum valid STCW II/2 certification (Chief Mate)

Essential Requirements/Experience/Skills

- Relevant Medical Certificate (in date)
- Offshore experience
- A working knowledge of statute and regulations
- Excellent interpersonal skills
- Ability to communicate at all levels
- Good Seamanship and Navigation Skills

Desirable Qualifications

- Valid DP certification

Desirable Requirements/Experience/Skills

- A knowledge of the roles and service the Lighthouse Authorities provide.
- Proficient with Ships Navigational Aids.
- An understanding of Hydrography and Hydrographic surveying.

Terms and Benefits

- **Salary** – A starting salary of €49,000 rising to €58,500 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 contribute 27% of salary towards pension benefits. The employee contribution is 5.45%.
- **Hours of work:** ILV Granuaile operates with two crews on a 28 day on/off roster.
- **Repatriation** - You will be entitled to repatriation in accordance with the repatriation provisions.
- **Travel and Subsistence** – Travel and subsistence expenses are paid to employees required to travel, in accordance with approved rates. Please note that travel expenses for employees are only paid within the island of Ireland.
- **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.
- **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. If you become sick or injured whilst on a voyage, you will be paid your normal basic wages until you have been repatriated in accordance with the repatriation provisions.
- **Death in service pension benefits** – The alpha 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.