



Commissioners of
IRISH LIGHTS | Navigation
and Maritime
Services

CANDIDATE BRIEFING PACK

Data Analyst

eNavigation and Maritime Services Department



Head Office Location:	Harbour Road, Dun Laoghaire, Co Dublin, A96 H500
Vacancy:	Data Analyst, eNavigation and Maritime Services Department
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

Our four departments:

The **eNavigation and Maritime Services (EMS)** Department is a newly created Department and leads on foresight, policy and stakeholder engagement and the integrated design, development and delivery of visual/electronic AtoN (aids to navigation) and maritime information services. It also provides technical support for coastal maintenance activities. It has three key functional units: (i) Navigation Requirements and Services (ii) Commercial Services (iii) eNavigation & Maritime Services Design & Development Hub.

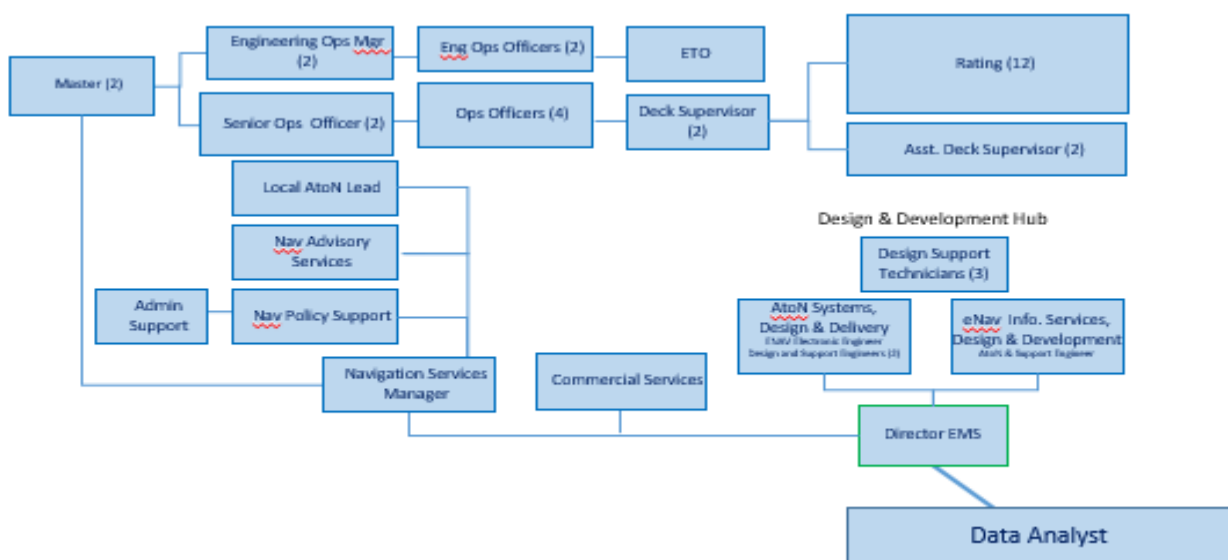
The **Coastal Operations (CO)** Department in the new structure is focused on delivery of operations on the coast and the Dun Laoghaire facility.

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)



Scope of the Data Analyst role

The Data Analyst role is a key business data and intelligence role within Irish Lights and will report to the Director of eNavigation and Maritime Services. The role is predominately based in Dun Laoghaire. However, under current COVID restrictions, working from home arrangements may apply as appropriate.

The post holder will have extensive research and project management experience in addition to data analysis skills. This person will be responsible for providing data analysis services to support Irish Lights in the fulfilment of statutory and commercial functions. The post holder will have the opportunity to contribute to developing and improving Data Management policy, procedures and data structures for

Irish Lights working closely with the ICT Operations and Infrastructure Manager and ICT Business Solutions Manager. The post holder will play a key role in the introduction of a Data Quality Management Framework for Irish Lights data.

Accountabilities

- Data warehousing, data extraction, data reporting, interpretation of data, identifying trends in information, identification of data quality and data gap issues and tracking data.
- Champion the introduction of a Data Quality Management Framework for Irish Lights. Form part of the project team as a Data Coordinator and trainer.
- Analysis of information/data on Irish Lights data sets and compliance with the future Data Quality Management Framework, in order to generate statistical and qualitative information.
- Compiling reports and presenting findings both visually and verbally to internal and external audiences.
- Produce high quality research reports as required.
- Collate and analyse qualitative and quantitative data relating to the statutory functions of the Irish Lights.
- Champion the business value of Irish Lights data by supporting and working with the ICT Department in the further development of recording systems and databases to support the statutory functions of Irish Lights.
- Assist other operational and support departments as required with data analysis activities as agreed by Director of EMS.
- Commitment to self-development and delivery on objectives agreed in the Performance and Development System (PADS).
- Commitment to delivering the Irish Lights Strategy.

Key Requirements, Qualifications, Experience and Required skills

- Minimum Level 8 primary degree on the National Framework of Qualifications (NFQ) (or an equivalent qualification acceptable to Irish Lights) in a discipline with a significant numerate component such as Statistics, Mathematics, Economics, Computer Science, Data Science/Data Analytics;
- Ability to work effectively on own initiative, as part of a team, and as a leader of a group.
- A proven track record of utilising both quantitative and qualitative data to inform decision making;
- An understanding of basic statistical analysis techniques (e.g. mean, std. dev, T-test) to enable interrogation of data sets;
- Proven use of scripting and data analytics tools;
- Experience with business intelligence, informatics and visualisation tools;
- Analytical thinking, concern for clarity, work quality and with strong attention to detail;
- The ability to complete tasks within specified timeframes;
- A proven track record in report writing for a technical and non-technical audience, including excellent research and reporting skills;
- Excellent organisation, written and oral communication skills with an ability to condense a high volume of information accurately and concisely.

Desirable

In addition, the following technical skillsets are highly valued:

- A recognised qualification in Project Management and/or Agile methodologies;
- Experience with metadata, meta data tools, data models and data standards particularly in the marine and hydrographic area including the INSPIRE standard;
- Knowledge of “Dublin Core” standard;
- Knowledge of IHO S-100 Universal Hydrographic Data Model;
- Experience in building Product Specifications for geospatial data;
- Familiar with metadata tools;
- Familiar with GIS/mapping projections;
- Understanding of Web Services;
- Knowledge of mobile development tools.

Performance Expectations

- Strategic, commercial, innovative, proactive and customer focus
- Open and collaborative approach to all areas of Irish Lights
- Commitment to upskilling and personal development
- Flexible approach to work and working hours and carrying out other duties as required

Terms and Benefits

- **Salary** – A starting salary of €49,000 rising to €58,500 per annum plus attractive benefits package
- **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 makes a generous contribution to this.
- **Annual Leave** – 23 days, increasing to 26 days after 7 years continuous service.
- **Travel and Subsistence** – Travel and subsistence expenses are paid to employees required to travel, in accordance with agreed 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 an 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

Applications will be reviewed and shortlisted. The first round of interviews will be held in Irish Lights Head Office, Dun Laoghaire. *(Please note that due to COVID, the interviews are likely to be held remotely via ZOOM).*