

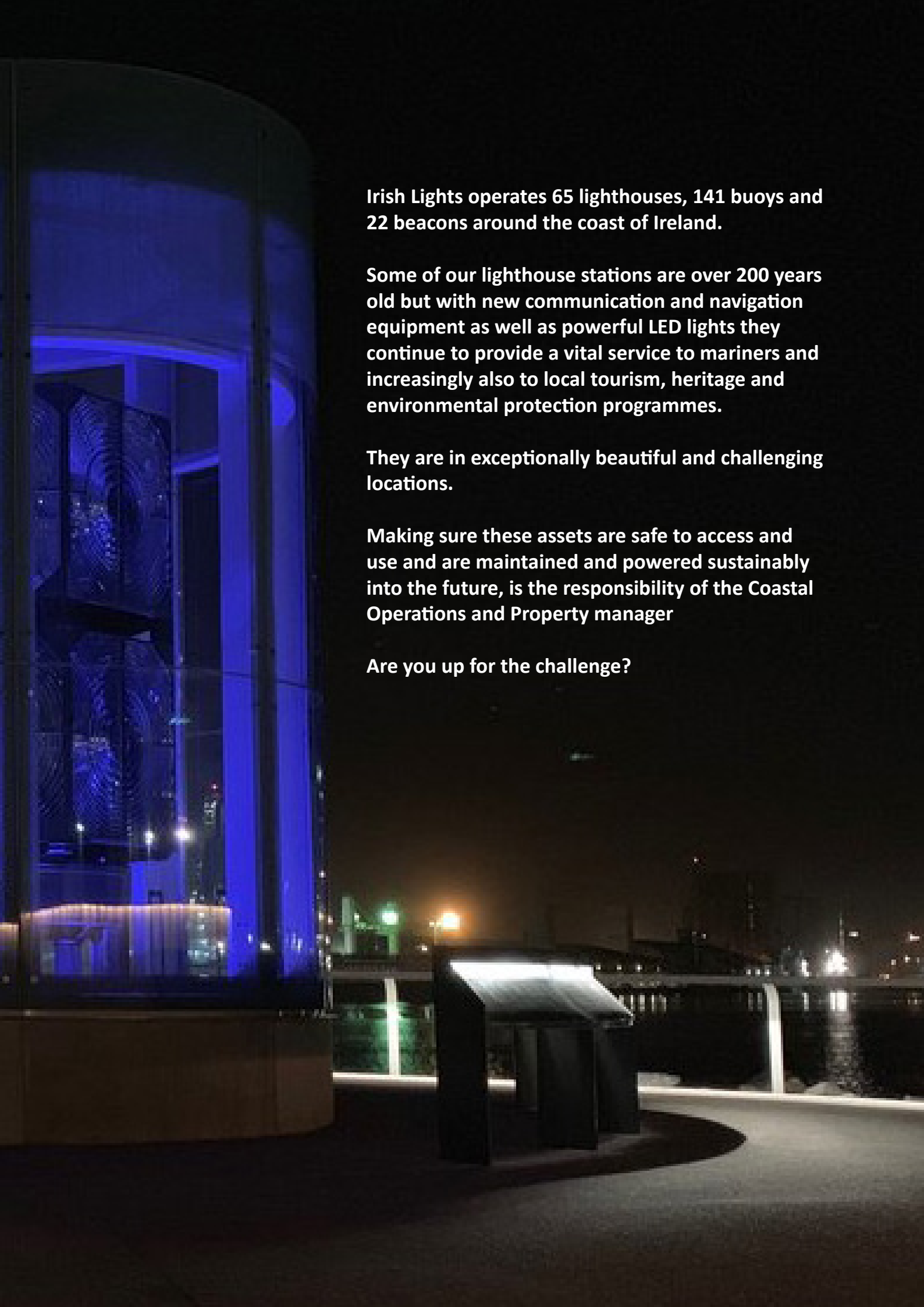


Commissioners of  
**IRISH LIGHTS** | *Navigation  
and Maritime  
Services*

**CANDIDATE BRIEFING PACK**  
Coastal Operations and Property Manager

**Closing date for applicants: 5pm, Friday January 14th 2022**

Apply at [www.sigmarrecruitment.com/irishlights](http://www.sigmarrecruitment.com/irishlights)



**Irish Lights operates 65 lighthouses, 141 buoys and 22 beacons around the coast of Ireland.**

**Some of our lighthouse stations are over 200 years old but with new communication and navigation equipment as well as powerful LED lights they continue to provide a vital service to mariners and increasingly also to local tourism, heritage and environmental protection programmes.**

**They are in exceptionally beautiful and challenging locations.**

**Making sure these assets are safe to access and use and are maintained and powered sustainably into the future, is the responsibility of the Coastal Operations and Property manager**

**Are you up for the challenge?**





### 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 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

Irish Lights strategy “*Safe Seas - Connected Coasts*” 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 over the period 2018 to 2023 we will work closely with all stakeholders to meet their evolving needs and to achieve our vision.



## Coastal Operations and Property Manager

### Role Profile

**Job Title:** Coastal Operations & Property Manager

**Reporting to:** Director of Coastal Operations

### General

The Coastal Operations and Property Manager (Coastal OPM) will report to the Director of Coastal Operations and will have senior managerial accountability for the reliable and efficient operation of our 65 coastal stations to agreed targets and budgets. The Coastal OPM will lead the team responsible for the design, construction, operation, maintenance and management of coastal AtoN's (lighthouses and beacons) and other assets (such as former lightkeepers' houses, stores, boat landings, roads, carparks etc.), and will be responsible for integrating sustainability into all aspects of Irish Lights planning and operations. The Coastal OPM will represent Irish Lights in the external stakeholder environment in the promotion of Irish Lights strategy and activities.

### Coastal Operations

The multidisciplinary coastal operations team is based in our Head Office in Dun Laoghaire and deployed as required on a coast wide basis. The Coastal OPM provides leadership to the coastal operations team. They will support the Operations Engineering Managers in managing their teams of Lighthouse Team Leads, electronic/lighthouse technicians and coast civil general tradesmen/workers, and will oversee, plan and direct their work and activities. Close oversight and liaison with the Design Team along with the development of new capabilities to ensure that Irish Lights can discharge its statutory planning and environmental obligations and the implementation of quality management will be required.

In conjunction with the Director of Coastal Operations, the Coastal OPM will develop policies and procedures and oversee the implementation of these.

The Coastal OPM ensures that targets, budgets, quality, Health & Safety and environmental standards are met.

### Consents and Compliance

The Coastal OPM will oversee and direct the development of a consenting strategy for obtaining relevant planning and environmental consents for our capital and maintenance works and activities, and for related stakeholder management and external communications. They will also ensure that compliance with our consent and environmental obligations are monitored and checked.



## Property Management

The Coastal OPM will set a property estate and heritage management strategy for our coastal stations and will develop the property and heritage plans, maintenance and capital project plans and budgets.

The Coastal OPM will work closely with the Legal & Insurance Manager on our leases and licences for 3rd party property use and with the Commercial Manager on our community and commercial developments. The Coastal OPM will develop and maintain good stakeholder relationships with government bodies (such as NPWS, OPW, local County Councils, etc.), Great Lighthouses of Ireland partners, and other third parties for upgrade works, alternative use of our properties and in the promotion of Irish Lights strategy and activities.

In the coming years the Coastal OPM will oversee the implementation of a Quality and Asset management system in Coastal Operations.

The Coastal OPM will visit our stations around the coast for management inspections. Due to the distances involved this will require overnight stays.

## Capital Projects

The Coastal OPM leads the Capital Projects Steering Group who keep oversight on capital projects timelines and budgets. The Coastal OPM is a member of the Capital Projects Board.

## IALA and GLA

The Coastal OPM will lead Irish Lights input to the IALA (International Association of Lighthouse Authorities) Engineering & Sustainability Committee and relevant inter GLA (General Lighthouse Authorities of the UK and Ireland) activity.

## Accountabilities

- Leads and develops a strategic approach to Irish Lights property and AtoN asset management
- Reliable operation of Aids to Navigation to agreed targets and budgets
- Achievement of IALA standards and Irish Lights and GLA KPI
- Team management, leadership and communication to a team of over 20 direct employed Engineering Managers, Lighthouse Team Leads, electronic/lighthouse technicians and coast civil general tradesmen/workers, and over 20 part time attendants and local contacts.
- Preparation of budgets, maintenance plans and project plans
- Cost effective maintenance and management of our assets
- Implementation of Irish Lights Corporate plans and work programmes
- Identification of commercial opportunities in coastal estate
- Short, medium and long term planning
- Contractor selection and management
- Preparation of management and board reports
- Risk management
- Ensuring compliance with Health & Safety and environmental legislation and regulations
- Continuous improvement cycle for systems, processes and policies
- Research and development, innovation, industry and sector awareness
- Inter GLA collaboration and cost saving in relevant areas
- Utilise the Performance and Development System (PADS) to support employee performance and development and the achievement of goals and objectives on an ongoing basis.
- Carry out duties in line with Irish Lights' Values – Professionalism, Respect, Trust, Quality, Innovation and Collaboration.
- Demonstrate Irish Lights' Managerial Competencies in carrying out this role – Leadership, Support for Others, Drive for Results and Strategic Thinking.



## Key Requirements, Qualifications, Experience and Required skills

### Essential

- Chartered Engineer with an engineering honours degree (level 8 in the National Framework of Qualifications) or equivalent professional qualification
- Have a minimum of 10 years' experience in relevant engineering work
- Have a minimum of 7 years' experience in team and organisational leadership
- Have experience in technical operations management
- Ability to work and influence in a progressive, open and supportive manner as part of a senior management team
- Experienced people manager with a strong reputation for mentoring and developing people
- Experience of managing external contractors, consultants and support contracts
- Be able to represent Irish Lights externally. Have experience with stakeholder management.
- Experience with planning and statutory consent processes, environmental compliance management, risk management and quality management systems
- Strong project management, technical leadership skills and record of delivery on budget and time targets
- Strong ICT skills
- Excellent communication, report writing and interpersonal skills
- Budget development and oversight experience
- Experience of working in a marine environment and along the coast
- Hold a valid driver's licence (a rental car for site inspections will be provided by Irish Lights)
- Strategic approach to responsibilities
- Ability to prioritise work and work to deadlines

### Desirable

- Membership of professional organisation
- Civil engineering degree
- Understanding of electrical and mechanical engineering
- Experience with Asset management systems
- Media and communications experience.
- Being able to swim is desirable for some of our safety courses

### Performance Expectations

- Target setting for personal and team performance
- Active and full participation in management team
- Comprehensive planning for operation and management of coastal assets
- Long term plans for continuous improvement and cost efficient operations
- Short and medium term plans to meet station maintenance requirements
- Detailed manpower requirements planning
- Robust budget preparation
- Efficient use of Irish Lights assets
- Delivery on time and on budget
- Open and collaborative approach to all areas of Irish Lights
- Alert to external opportunities and Irish Lights reputation
- Commitment to upskilling and personal development
- Flexible approach to work and working hours and carry out other duties as required
- Commitment to delivering the Irish Lights Safe Seas – Connected Coasts Strategy

### Salary

The salary for this role will commence at €77,700, rising to €89,385.



## Terms & Benefits

Irish Lights offers a comprehensive and very 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 very generous pension benefits (defined benefit scheme, 27.9% employer contribution) 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 annual leave.

**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 but will require nationwide travel. A hired car will be provided when business travel is required.

**Remote / Blended Working:** Irish Lights is developing a new remote / blended working policy which will initially be implemented on a 6 month trial period starting in April 2022. This will support employees with 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.

**Canteen:** Following the lifting of full COVID restrictions, a canteen service and tea/coffee making facilities will be available.

**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.

**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.

**Eye sight test:** Employees can avail of an eye sight test voucher.

**Travel and Subsistence:** Travel and subsistence expenses are paid to employees required to travel, in accordance with approved rates.

**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 Taxsaver Scheme:** Employees who cycle to work or use a bicycle on part of their journey can avail of the Bikes for Work Scheme.





### How to Apply

**Applications with CV and cover letter to be submitted to;**

**Jasper Wiley, Sigmar Recruitment**

E: [jwiley@sigmar.ie](mailto:jwiley@sigmar.ie)

T: +353 1 4744 623

W: [www.sigmar.ie/irishlights](http://www.sigmar.ie/irishlights)

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*The Commissioners of Irish Lights is an equal opportunities employer*