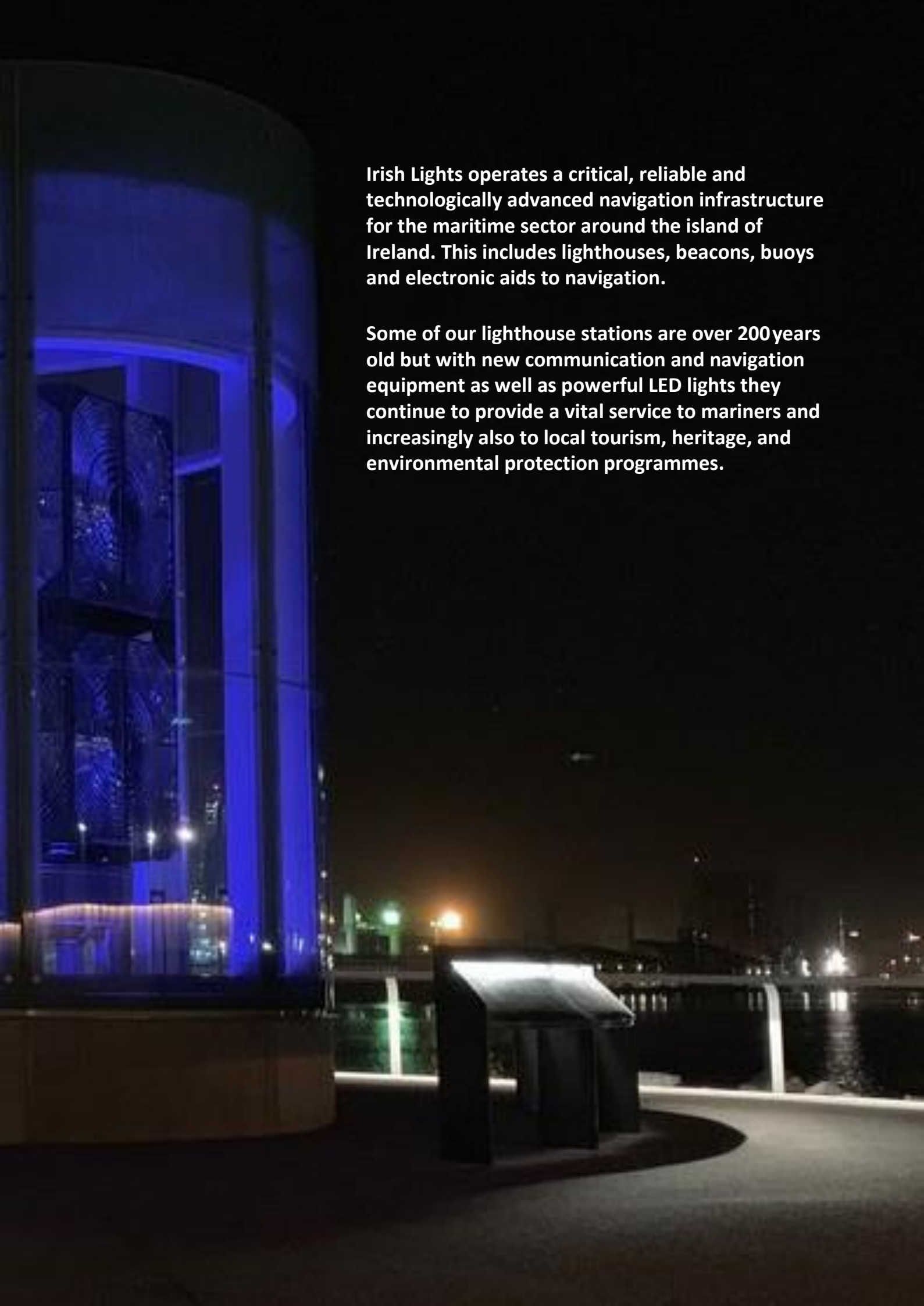




CANDIDATE BRIEFING PACK
Governance and Risk Manager

Closing date for applications is 4 January 2023



Irish Lights operates a critical, reliable and technologically advanced navigation infrastructure for the maritime sector around the island of Ireland. This includes lighthouses, beacons, buoys and electronic aids to navigation.

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.



Irish Lights Remit

The mission of Irish Lights is Safe Navigation at Sea.

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 also 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 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. 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.



Governance and Risk Manager

Role Profile

Job Title: Governance and Risk Manager

Reporting to: Director of Corporate Services

Overview of Role

The Governance and Risk Manager (GRM) reports to the Director of Corporate Services (DCS) and is responsible for providing appropriate levels of assurance to Irish Lights Audit and Risk Committee and CEO/Accounting Officer (AO) with regard to corporate governance, compliance and risk management across the organisation. The key functional responsibilities of the role include corporate governance and associated reporting overseeing the management of all legal and insurance matters, risk assessment and management including business continuity, corporate compliance covering internal audit, internal controls and management assurance returns. Additionally, the GRM will manage all treasury activities and control the light dues collections for the RoI. The GRM will be responsible for supporting commercial contract renewal, billings and collections processes and will advise the DCS on all of the key areas of responsibility. As Irish Lights is funded from the General Lighthouse Fund managed by the UK Department for Transport (DfT) the organisational governance follows the UK public governance standards.

Accountabilities:

Corporate Governance & Risk Management

- Ownership of the overall assurance /control framework and related reporting (including FOI and GDPR) within the organisation ensuring efficiency and effectiveness of assurance activity in line with our internal control framework
- Ensure Irish Lights follows up to date and best practice in matters relating to public service corporate governance within the organisation
- Provide timely, expert, strategic advice on directions, issues, trends and options relating to governance and risk and their relationship to the work undertaken by Irish Lights
- Ensure compliance with the DfT Framework Document and Irish Lights Corporate Governance Manual at all times
- Keep up to date with, and manage all compliance matters with the Charities Regulatory Authority
- Manage the Irish Lights risk register including horizon scanning of the risk environment and related internal management reviews. Ensure risks are managed in line with Irish Lights risk policy and culture
- Support risk owners in developing appropriate mitigation measures and identifying risks that require escalation
- Manage all aspects of both local and joint GLA insurance cover, processing of related claims, minimise insurance premiums while ensuring appropriate cover for Irish Lights risks
- In conjunction with Trinity House and The Northern Lighthouse Board, support the Tri-GLA Annual and Triennial Risk Management review process
- Manage all internal audit programmes with the Government Internal Audit Agency, including early close out



Corporate Governance & Risk Management (contd.)

- Manage Irish Lights annual Management Assurance Return to the DfT and implement effective action plans to address areas for improvement
- Manage and co-ordinate all business continuity activities across Irish Lights including documentation, training, exercises and lead information management in live scenarios
- Represent Irish Lights on Intra GLA legal and risk management Committees.
- Manage Corporate wide annual delegation approvals
- Provide executive & secretarial support the Irish Lights Audit and Risk Committee

Legal

- Procure and manage all legal services to Irish Lights provided by outsourced Legal Advisers (RoI & NI)
- Support relevant managers in their engagements with legal advisors as required
- Manage all legal affairs of Irish Lights including property transactions, contractual matters, litigation etc.
- Prepare and oversee all contracts, agreements and MOU's with stakeholders and other third parties
- Manage and retain all Irish Lights deeds, Contracts, Agreements and documentation in safe and secure housing
- Keep abreast of all relevant public sector legislation including Merchant Shipping/General Lighthouse Authority (GLA) related legislation, regulations, directives etc. and their implications for Irish Lights
- Manage all legal aspects of Irish Lights property portfolio, including leases, licences, sales / disposals and transfer transactions with third parties
- Manage property disposals with external agents

Treasury Management

- Manage and control the light dues collections for RoI ensuring they are monitored and collected in accordance with Government Policies
- Work closely with Shipping Agents, Ports and other bodies to improve business intelligence on light dues and shipping movement trends around Ireland
- Plan and control all aspects of cash flow for Irish Lights. Develop forecasting systems for light dues revenue
- Prepare and control budgets and forecasts for Governance & Risk budget centre
- Key commercial responsibilities include contract renewal, new business credit assessment, contract documentation and credit control

Other

- Lead direct, motivate and develop all direct reports including carrying out Performance and Development with the team (PADS) and identifying appropriate training, competency and development requirements to build team competency levels.
- Provide internal guidance, support and training to management and staff across the organisation that impact on the effective delivery of the accountabilities of this role
- Manage all document management systems relative to this role to ensure optimal sharing of information and support for business objectives
- Key player on senior management team driving and championing continuous improvement across the organisation
- Chairs and contributes to the work of the GLAs via the Inter GLA Committee for Legal and Risk on behalf of Irish Lights. (IGC 6)
- Other Ad-Hoc projects arising from time to time



Key Requirements, Qualifications, Experience and Required skills

Essential

- Third level qualification in finance / business management / governance / legal or other area relevant to the role
- Strong knowledge and experience of corporate governance in a public service environment
- Understanding of core legal principles and experience of contract and litigation law
- Experience of managing corporate insurance portfolio
- Strong organisational skills with logical management approach capable of working to deadlines
- Experience of facilitating good governance within a values driven environment
- Experience of working with corporate risk, understanding of organisational risk management systems
- Excellent communication and influencing skills together with the ability to present facts clearly and objectively
- Proven leadership and team development experience
- Good ICT skills including Microsoft 365 desktop applications and Business ERP systems
- Commitment to upskilling and personal development

Desirable

- Knowledge of public service (UK or Ireland) corporate and charity governance
- Knowledge of relevant public sector legislation and experience of interpreting it
- Experience of change management
- Knowledge of Marine sector
- Eligibility for Membership of the Institute of Risk Management / Association of Compliance Officers of Ireland
- Significant experience of public sector compliance and reporting obligations

Performance Expectations

- Customer and commercial focused approach
- Self-starter and demonstrated initiative
- Alert to external business opportunities and reputational issues
- Demonstrate excellent judgement in assessing critical issues and escalating to senior management where appropriate
- Cost effective / efficient use of assets and continuous monitoring of systems performance
- Open and collaborative approach to all areas of Irish Lights
- Ability to directly engage with non-executives at formal Board and Committee meetings
- Demonstrable leadership and emotional intelligence in relation to the momentum and culture of direct team and the wider organisation
- Effective relationship management with key Stakeholders
- Flexible approach to work and working hours and willingness to contribute across the organisation
- Commitment to delivering the Irish Lights Strategy and the organisation change programme with a strategic approach to responsibilities

Salary

The salary for this role will commence at €68,000 rising to €78,818.



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 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.

Remote / Blended Working: Irish Lights is currently piloting a blended working policy, which is available to employees, following their probation. 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.

Canteen: A canteen service and tea/coffee making facilities is available in our Head Office.

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.

Eyesight 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 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;

Gemma Gregan, HR Advisor
E: human.resources@irishlights.ie
T: +353 1 2715400

Closing date for applications is close of business on Wednesday, 4 January 2023.



Commissioners of
IRISH LIGHTS | Navigation
and Maritime
Services

The Commissioners of Irish Lights is an equal opportunities employer