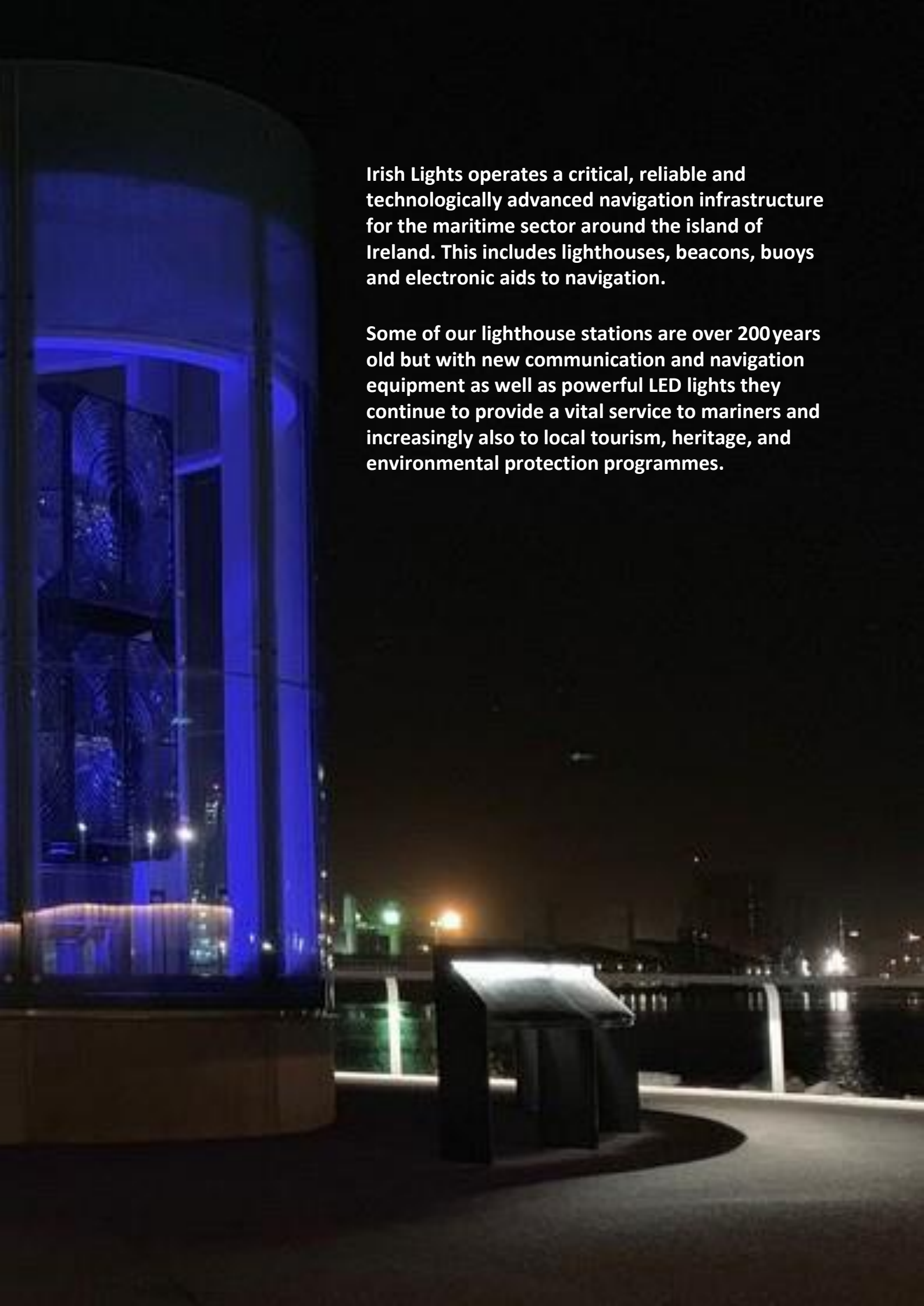


CANDIDATE BRIEFING PACK
Programme Co-Ordinator
Office of the Chief Executive

Closing date for applications is 14 May 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. We are a maritime organisation delivering essential 24/7 safety and navigation services around the coast of Ireland (North and South), 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. Playing a lead role in maritime safety, Irish Lights operates a 24-hour emergency response function.

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 340 general aids to navigation, the superintendence of approx. 3,200 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, '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.

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.

Programme Co-Ordinator



Overview of Role

The role will provide overall support to the Chief Executive to co-ordinate a programme of strategic, governance, compliance, operational and stakeholder activities. It will involve engagement and interactions with stakeholders in Ireland, UK and internationally in government, agencies and the private sector, as follows:

- Trinity House and the Northern Lighthouse General Lighthouse Authorities;
- Irish and UK Governments and agencies;
- Ports, Harbours and Local Authorities;
- Shipping, Fishing and Leisure Boat Sectors;
- Commercial offshore energy operators;
- Aquaculture developers;
- Commercial customers and suppliers;
- International Association of Lighthouse Authorities (IALA) and International Navigation Services Providers;
- Third level and other Research Institutions;
- Coastal communities and the wider public.

The role will provide administrative support for tasks in the Chief Executive's office, including co-ordination of activities, compiling of responses, drafting of documents and proof-reading materials in advance of wider circulation. These tasks evolve, and the person will need to be able to modify processes and implement and document new processes, as the need arises.

The role reports directly to the Chief Executive and is based in Dun Laoghaire.

Principle Accountabilities

Governance and Compliance

- Prepare papers and reports for the Irish Lights Board, Joint Strategic Board, Chief Executive's Committee and other Committees that the Chief Executive is a member.
- Support the Chief Executive with the administration of their Governance responsibilities liaising as appropriate with the Governance and Risk Manager.
- Support the Chief Executive and Director Team as required with external policy/regulatory reviews and co-ordinate responses to statutory consultations.
- Co-ordinate and support responses to Government departments.
- Act as Document Control Administrator for the organisation and maintain Central Documents Area on Intranet.
- Support the implementation of data governance guidelines and controls.
- Oversee the implementation of the data protection policy in the Chief Executive's Office.



Strategy Support & Co-ordination

- Support the Chief Executive with strategy development and co-ordination.
- Support the Chief Executive and Director team to prepare impactful strategy updates and reports, as required.
- Monitor research and update on key emerging topics and funding opportunities.

Stakeholder Support & Co-ordination

- Support a wide range of stakeholder management and engagement activities in Ireland and the UK.
- Work closely with the Chief Executive's EA to co-ordinate responses to key stakeholders and preparation for events and meetings.
- Work closely with the Communications Manager to ensure the Chief Executive's communication priorities are met, and accurate and timely reports / articles are communicated to stakeholders.

Internal Co-ordination & Communications

- Support the Management team interactions with the Chief Executive on designated issues.
- Organise meetings, papers, minutes, follow-ups for team / project meetings with Directors and Managers.
- Support preparation of internal communication material for employee updates and the Intranet.
- Work closely with Chief Executive's EA to ensure that document management and records retention is effectively managed.
- Undertake administrative and/or project duties, as required.
- Demonstrate best practice, high quality, and performance in all areas of the role.

The ideal candidate will show evidence of the following competencies

Core

- **Personal Responsibility** – Taking responsibility for your own actions and being open to learning and change
- **Manage Work** – Identifying, prioritising and organising work for delivery. Taking ownership and being accountable for your work
- **Communicate Effectively** – Two way information sharing process which involves sending a message in a clear and responsible way that is easily understood
- **Teamwork** – Working collaboratively with others, both within and outside your department, to achieve the best outcome

Management

- **Leadership** – Understanding the importance of leadership for the achievement of Irish Lights goals. Demonstrating the skills to lead employees to achieve success
- **Drive for Results** – Consistently performance through people by demonstrating drive, flexibility and a willingness to take action and complete tasks. Being resilient and courageous in the face of setbacks
- **Support Others** – Identifying with and understanding the needs and viewpoints of others and supporting employee's development and wellbeing. Genuinely valuing the inputs and expertise of all employee's
- **Strategic Thinking** – Demonstrating the capacity to think big picture as well as the focus on the detail. Ensuring work is aligned with the business objectives and strategic direction.



Experience and Qualifications

Essential

- A degree or equivalent in a relevant field, for example, Engineering, Technology, Science, Environmental, Business and Public Administration.
- A demonstrated capability to research effectively across a wide range of topics.
- Experience of working in a similar support role at a senior level.
- Experience of social media campaigns and communications initiatives.
- An ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- An ability to innovate and support process improvements to enhance efficiency and effectiveness.
- Highly motivated, creative, resourceful, resilient, and flexible individual with an ability to multitask and to work effectively under pressure.
- Advanced MS Office skills, IT, including powerpoint presentations.
- Strong verbal communication and writing skills.
- Ability to operate in a multi-disciplinary and cross-functional environment.
- Excellent organisational skills and time management skills.
- A professional manner including the ability to exercise good judgement in all situations, as well as confidence interacting with all levels of seniority.
- An ability to work with confidential material in a discreet manner and maintain the highest professional standards.
- Demonstrated capability to draft written responses and documents.

Desirable

- Experience of working in the Public Sector
- Knowledge of national and international maritime or environmental policy and regulation.
- Understanding of, and interest in, the development of the broader maritime economy.
- National/international funding submission experience.
- Project Management qualification and/or experience.

Flexibility

The role will involve working flexible hours at times, in order to facilitate Board and Committee meetings, stakeholder events and other events.

Salary

The salary for this role will commence at €53,050 rising to €63,322.



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: 23 days annual leave, increasing to 26 after 7 years continuous service.

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 midnight on 14 May 2023.



Commissioners of
IRISH LIGHTS | Navigation
and Maritime
Services

*The Commissioners of Irish Lights is an equal opportunities employer
and promotes diversity in the workplace*