



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


## **CANDIDATE BRIEFING PACK**

### Buoy Work Supervisor

### Coastal Operations Department



**Closing date for applications is 16 July 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.**



## Role Profile

**Job Title:** Buoy Work Supervisor

**Reporting to:** Irish Lights Dun Laoghaire and Buoy Lead

## Overview of Role

The Buoy Work Supervisor (BWS) will be the team supervisor for the buoy refurbishment team and for other activity by Support Operatives and teams within Irish Lights Dun Laoghaire facility. The BWS will oversee and participate in the team activities and sign off on the various stages of the work as required.

## Accountabilities

### Buoy Operations

- Preparing and monitoring short term weekly buoy and facility plans.
- Preparing and revising buoy refurbishment risk assessments.
- Supervising buoy refurbishment tasks.
- Monitoring stock of buoy refurbishment components and consumables.
- Preparing buoy electrical components.
- Signing off on the quality of buoy refurbishment.
- Management of buoy spare parts for Outage response.
- Assist with resolving Buoy Outage Response & Failure Investigation in collaboration with design and coastal teams.

### Work Planning and Team Supervision

- Efficient delivery of the team activity within Irish Lights Dun Laoghaire.
- Training and provision of PPE for buoy team members.
- Monitoring of work activities against agreed time, budget and quality programmes.
- Assisting with the preparation of budgets within area of responsibility.
- Carry out Facilities management in Irish Lights Dun Laoghaire Head Office, as part of role, when required

### Environmental and Safety

- Responsible for all lifting operations in Irish Lights Dun Laoghaire.
- Responsible for waste management in Irish Lights Dun Laoghaire.
- Responsible for Safety and Environmental Management related to the buoy yard.
- Carry out risk assessments for buoy yard related activities.





### Key Requirements, Qualifications, Experience and Required skills

- Experience of supervising teams.
- Hold a Construction Skills Certification Scheme (CSCS) card for lifting operations e.g. teleporter/mobile crane.
- Good technical knowledge.
- Good electrical/electronic knowledge and experience.
- Knowledge of buoy refurbishment.
- Ability to prioritise own work and work of others to agreed deadlines.
- Good communication and people skills.
- Good numeracy and ICT skills.

### Salary

A salary of €33,298 rising to €42,211 (commensurate with experience) with very generous pension benefits are attached to this role.



## Terms and 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 pension benefits (defined benefit scheme, 27.1% 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:** 21 days, increasing 23 days after 7 years continuous service and 26 days after 12 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.

**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.

**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.

**Canteen:** There is an onsite canteen that offers a variety of options for breakfast and lunch, including a barista coffee service.

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





### 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.

### Vision Statement

To protect lives, property, trade and the environment by delivering next generation maritime services at the interface of navigation, technology, engineering and data management.

### 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



## How to Apply

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

Gemma Gregan, HR Advisor  
E: [human.resources@irishlights.ie](mailto:human.resources@irishlights.ie)  
T: +353 1 2715400

Closing date for applications is midnight on **16 July 2023**.

Please view [Irish Lights Job Applicant Privacy Notice](#) on the Vacancies page of our website.



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