

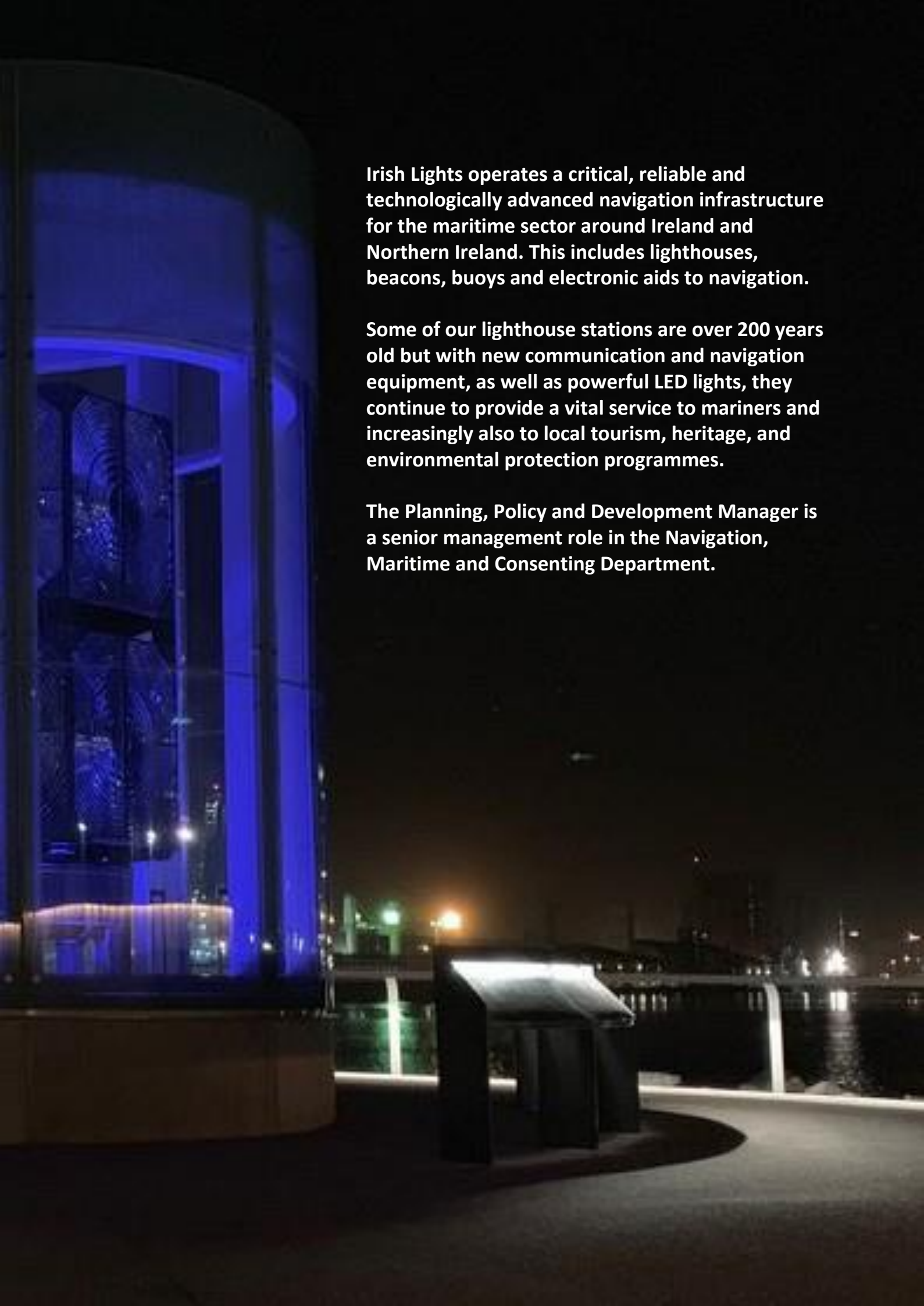
## **CANDIDATE BRIEFING PACK**

### **PLANNING, POLICY AND DEVELOPMENT MANAGER NAVIGATION, MARITIME AND CONSENTING DEPARTMENT**



**Closing date for applications is midnight on 16 August 2024**

[@irishlights](https://twitter.com/irishlights)



**Irish Lights operates a critical, reliable and technologically advanced navigation infrastructure for the maritime sector around Ireland and Northern 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.**

**The Planning, Policy and Development Manager is a senior management role in the Navigation, Maritime and Consenting Department.**



### 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 Ireland and Northern 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. 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. 3,500 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, we will work closely with all stakeholders to meet their evolving needs and to achieve our vision.

# Planning, Policy and Development Manager



## Overview of the role

The Navigation, Maritime and Consenting Department, in consultation with our internal and external stakeholders, is tasked with provision of safety of navigation related advice and input with respect to the National Marine Planning Framework and supporting legislation in Ireland and the Marine Plan for Northern Ireland and related legislation in Northern Ireland, navigation risk assessment, optimising current and future marine data assets, supporting service delivery to Coastal Operations and reviewing current and future provision of Aids to Navigation.

The Planning, Policy and Development (PPD) Manager reporting directly to the Director of Navigation, Maritime and Consenting will lead on future planning, policy and regulatory assessment relevant to the maritime safety and aids to navigation domain. They will support Irish Lights engagement with national and international stakeholders and translate future requirements and opportunities into the design, development and delivery of new services. They will be responsible for department level project progress tracking, updates and status reporting.

The PPD Manager will be responsible for leading policy engagement and development across the following areas:

- Navigation Safety and Aids to Navigation, Planning, Policy & Regulation
- Related National and International Foresight and Stakeholder Engagement
- Value Added Maritime Services – technology assessment, design and delivery of future services
- Data analytics and the development of Information services

The PPD Manager will lead a small team of subject matter experts in their relevant areas. They will also be responsible for the preparation and delivery of management information on behalf of the NMC department.

As a member of the Management Team, the PPD Manager will collaborate with others to provide overall organisation level leadership and direction, implementation of organisational values and collective delivery of the Irish Lights Strategy.

## Accountabilities

The PPD Manager will provide expert advice and analysis on existing and future issues relating to Navigation Safety, Planning, Policy Development and Regulation. The primary responsibilities will include:

- Foresight, requirements gathering and planning to inform the development and delivery of existing and new statutory and where appropriate value-added services.
- Development and management of key senior level relationships on policy matters with Department of Transport (Coastguard and MSO), Navy, RNLI, MCIB, MCA, UKHO, GSI, MI etc.
- Input to the Director of NMC and CEO on Policy Development, National Consultation Responses, Strategy Development and Stakeholder Liaison.
- Support the development and management of key national relationships with Commercial Shipping, Fisheries and Aquaculture and Leisure Sectors.
- Preparation of annual plans, budgets, external and internal submissions, Board papers, oversight of capital and operational expenditure, Business Continuity Plan, Risk Register, oversight of audit activities and all safety matters for their part of the NMC department.
- Development of Policy and Service Delivery Standards for Met Ocean Service.
- Liaison with policy roles across the General Lighthouse Authorities (GLA) teams



### Accountabilities (contd.)

- Provide strategic advice on maritime safety to Irish Lights Senior Management
- Represent Irish Lights at relevant national and international committees and events.
- Support the Communications Manager to promote the work of the Irish Lights.
- Completion of monthly and periodic reporting requirements.

### Essential qualifications, experience and skills

- A maritime policy, regulation, engineering, safety or science related qualification at degree level or equivalent.
- Senior leadership experience.
- A track record in understanding policy and regulations and designing, developing and delivering new strategies and services as a response to policy and regulatory changes.
- Demonstrated ability to address key themes in the current and future Irish Lights strategies, the GLA 2040: Navigating the Future strategy and subsequent documents.
- Demonstrated excellent judgement to understand and translate the organisation strategic intent into operational outcomes, by formulating plans, communicating intentions and executing at a higher level without direct supervision.
- Experience in the translation of stakeholder requirements into new service delivery.
- A broad awareness and understanding of the business value of a variety of technologies across the disciplines of position, navigation & timing.
- Demonstrated ability to innovate and deliver business process improvements.
- Experience in the development and management of relationships of trust with internal and external stakeholders and collaborators to deliver key outcomes.
- Proven ability to lead and coach teams working in a multi-disciplinary and cross-functional environment.
- Proven ability to manage the delivery of a portfolio of projects.
- Proven ability in data literacy in a business context. A strong ability to read, understand, work with, analyse and communicate with data, turning it into meaningful, relevant information.
- Excellent project management and report writing skills.
- Excellent leadership, communication, change management and negotiation skills.
- A refined writing, speaking and presentation capability is an important asset.

### Desirable qualifications, experiences and skills

- Post Graduate Qualification
- Preferably 8+ years' experience in managing teams in a changing environment.
- Knowledge and experience of national and international maritime policy and regulation (ideally maritime safety) and the role of international maritime organisations including IALA and IMO, IHO, ITU etc.
- Understanding of future navigation digital technologies in the context of Technology, Policy and Implementation Roadmaps.
- Experience in public sector budget management including estimates, reporting and public procurement processes.
- Appreciation of public sector governance requirements.
- Understanding of and interest in the development of the broader maritime economy.



### Competencies required in the Role:

#### 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.

#### Salary

An annual salary of €87,366- €100,414 (8 points) with very generous pension benefits are attached to this role.



## 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 pension benefits (defined benefit scheme, 28.97% 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.

**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 operates a Blended Working policy for eligible roles. 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.

**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 eyesight test voucher.

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

**Onsite facilities:** There is onsite car parking at our Dun Laoghaire office, including e-charging points and bicycle stands. Shower/locker room facilities are also available.

**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.

\* To be considered for this role, candidates must be able to prove they have the right to work in Ireland. Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: <https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/>

Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions.





### How to Apply

Please email your CV and a cover letter outlining your suitability for the role by midnight on **Friday, 16 August** to **Cara Carter, Halcyon Recruitment** at [cara@halcyonrecruitment.com](mailto:cara@halcyonrecruitment.com). Please note that applications can only be accepted to this email address.

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



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

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