

CANDIDATE BRIEFING PACK

Governance and Compliance Manager

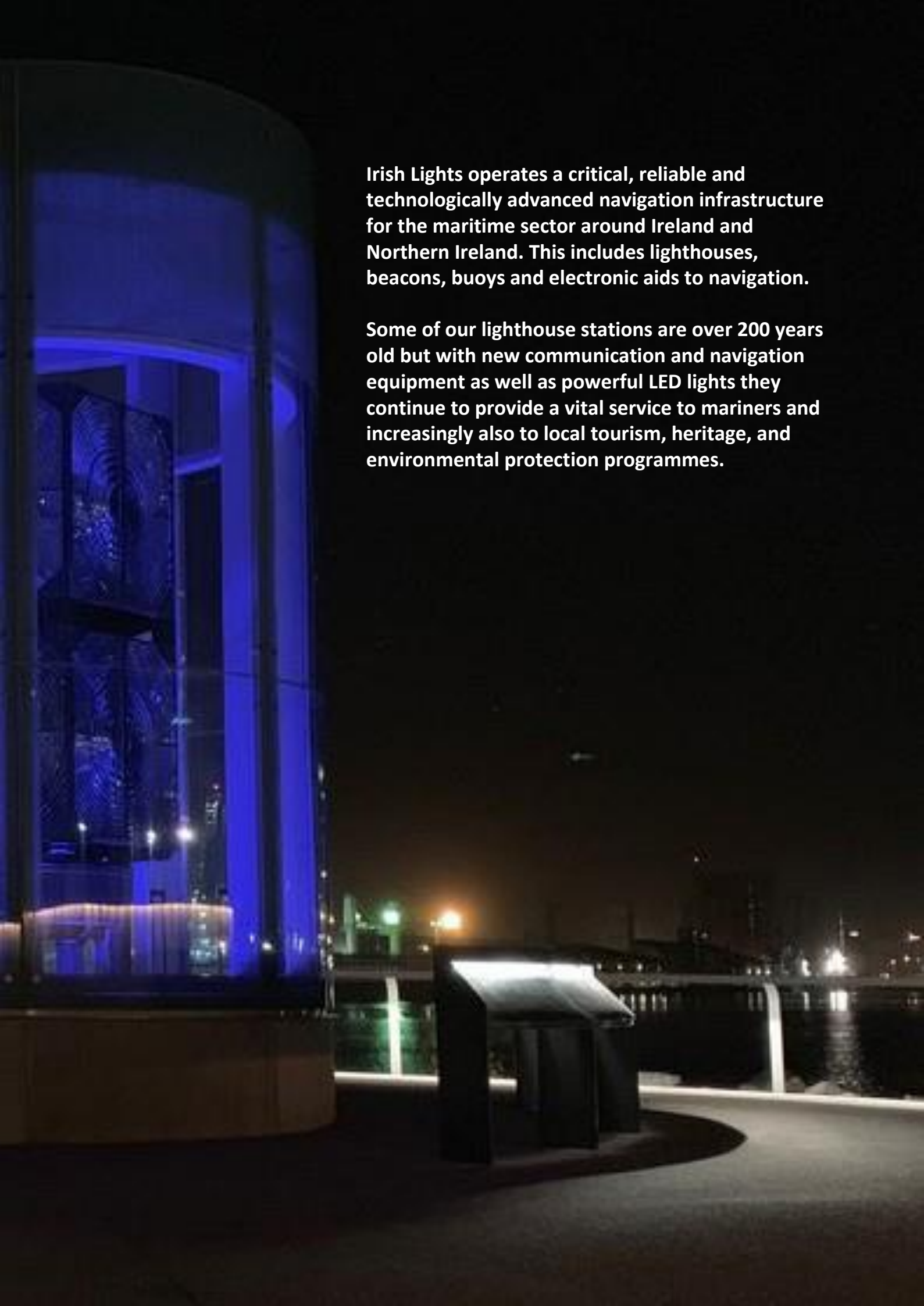
Corporate Services Department



Closing date for applications is 13 September 2024

@irishlights

“Safe navigation at sea”



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.



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 recognises 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.

Governance and Compliance Manager



Overview of the role

The role entails supporting the CEO, Director of Corporate Services and senior management in fulfilling their compliance, governance and risk management obligations and enhancing relationships with key stakeholders on behalf of Irish Lights.

As a statutory body, operating in Ireland and in Northern Ireland, funded through the General Lighthouse Fund with reporting relationships to the Department for Transport in the UK and Department of Transport in Ireland, Irish Lights is subject to a range of financial, policy, regulatory, governance and administrative requirements. In addition, Irish Lights works closely with Trinity House and the Northern Lighthouse Board to implement a co-ordinated approach to governance and risk management across a range of its activities.

The Governance and Compliance Manager (GCM) will operate within the context outlined above and will be key to ensuring that the organisation's governance, compliance and risk processes operate at the highest standards of practice and ethics. Reporting to the Director of Corporate Services with additional responsibilities to support the Chief Executive as Accounting Officer, the Governance and Compliance Manager will manage and report on the corporate governance and compliance systems and processes to meet the requirements of the Board, the Audit and Risk Committee and key stakeholders in Ireland and the UK on whom Irish Lights depends.

Working with and leading a small team, the key functional responsibilities of the area include corporate governance and compliance, corporate risk management and provision of legal support in conjunction with external advisers along with team leadership, budget and management reporting.

Accountabilities

The specific duties of the role are as follows:

Corporate Governance and Compliance

- Ensure that Irish Lights follows up to date best practice in public sector corporate governance and compliance and integrates it into its control framework and policies and procedures;
- Ensure the Board and CEO are meeting the requirements of the Tri-GLA Framework Document, Corporate Governance manual, Board policies and procedures and all other relevant Codes of Practice;
- Support the CEO with their requirements to report on governance and compliance matters as specified in relevant UK and Irish public sector governance codes;
- Monitor the adequacy and effectiveness of internal control processes and systems, accuracy and completeness of reporting, compliance with laws and regulations, and oversight of related policies and procedures;
- Ensure that the CEO-Director Team are supported to discharge their governance responsibilities by maintaining oversight of their monthly management meeting agenda's and supporting the preparation of documents for relevant agenda;
- Manage and maintain the corporate wide delegation framework and related annual approvals;
- Manage all compliance matters with the Charities Regulatory Authority;
- Oversight of light dues collection, management and reporting;



Corporate Risk Management

- Manage the Irish Lights risk register, with horizon scanning of the risk environment and commissioning internal management reviews;
- Support risk owners in developing appropriate mitigation measures and identifying risks that require escalation;
- 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 overseeing the close out of agreed management actions;
- Manage Irish Lights annual management assurance return to the DfT and implement effective action plans to address areas for improvement;
- Manage the Irish Lights and joint GLA insurance portfolio to ensure appropriate cover while minimising costs, and process / manage related claims as appropriate;
- Manage and co-ordinate all business continuity activities across Irish Lights including documentation, training, exercises and lead information management in live scenarios;

Legal

- Develop and maintain an understanding of key legislation related to Irish Lights (in Ireland, Northern Ireland and UK) and its implications for the governance, compliance and operational activities of the organisation;
- Monitor and assess current and changing regulatory and legislative obligations and advise the DCS, the CEO and senior management on new any requirements;
- Work with the senior management team to identify and recommend new or updated policies, procedures and practices, to ensure that Irish Lights remains up to date and compliant with legal and governance obligations;
- Procure and manage (as appropriate) all legal services to Irish Lights provided by outsourced legal advisers (Ireland & NI) and support relevant managers in their engagements with legal advisers as required;
- Facilitate the drafting of contracts, agreements, Memoranda of Understanding and other legal agreements with stakeholders and other third parties;



The successful candidate will be expected to evidence:

- Professionally qualified, with a postgraduate qualification (or equivalent) in corporate governance, legal, risk or related discipline, or extensive relevant experience covering all aspects and requirements of the role;
- Ideally, candidates would have experience in a public sector organisation working with CEO and with a Board of non-executive members;
- Sound knowledge of regulatory and compliance issues and the ability to effectively summarise and present these issues in writing and verbally in a clear and concise manner;
- A track record in implementing risk methodologies including, risk identification and analysis, risk assessment and management;
- Experience of managing corporate insurance portfolio;
- Experience of operating within a multiple stakeholder organisation coupled with the ability to foster good working relationships with colleagues, the Board and its Committees, external bodies, regulators and government departments;
- Ability to balance achievement of strategic objectives with the delivery of timely and high-quality operational tasks and work to competing schedules and timeframes;
- Proven capability to support board-level meetings;
- Excellent IT and highly developed administrative skills;
- An inclusive approach that facilitates the sharing of best practice across different areas and motivates staff to maximise their personal contribution;
- Understanding of core legal principles and the ability to facilitate engagement between Irish Lights and our legal advisers where necessary;
- Experience of managing a corporate insurance portfolio;
- Leadership and team development experience, including mentoring;



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.

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

Applications with CV and cover letter to be submitted to;

Jamie Kendall, Sigmar Recruitment
E: jkendall@sigmar.ie
T: 01 4744602

Closing date for applications is midnight on 13 September 2024.

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