

November 2025



CANDIDATE BRIEFING DOCUMENT FOR THE POSITION OF **DIRECTOR OF CORPORATE SERVICES.**

IRISH LIGHTS

ORGANISATION OVERVIEW

The Commissioners of Irish Lights (Irish Lights) has responsibility under the Merchant Shipping Acts and the SOLAS Safety of Life at Sea Convention for the regulation of all marine Aids to Navigation (AtoN) around the island of Ireland and for wreck response outside of harbour areas. Irish Lights provides AtoN for general navigation and inspects and audits Local AtoN provided by Local Lighthouse Authorities (LLA) in ports, harbours and Local Authority areas, and ORE developments. Irish Lights is a statutory consultee under the Marine Area Planning, Foreshore and Planning Acts.

Irish Lights works closely with Trinity House (England, Wales, and Channel Islands) and the Northern Lighthouse Board (Scotland and Isle of Man) to deliver AtoN services. This close cooperation with Trinity House and Northern Lighthouse Board allows all three organisations to share resources and expertise for the benefit of all stakeholders.

In addition to our core statutory services Irish Lights uses its required reserve capacity to provide commercial and added value services to industry and serves coastal communities through initiatives such as Great Lighthouses of Ireland.

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. 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 provider of reliable, efficient and cost-effective navigation and maritime services for the safety of all.

VISION STATEMENT

Irish Lights will be a dynamic, forward facing maritime organisation, conscious of our long history and poised to deliver future safe, smart and sustainable maritime services – at the interface of navigation, technology, data and engineering.

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

GOALS AND KEY FOCUS AREAS FOR 2025-2030

This 2025–2030 strategy is strongly focused on safe navigation through the provision and regulation of Aids to Navigation to the international standards set by IALA. The strategy recognises the importance of this infrastructure to safe, efficient, and environmentally responsible trade encompassing over 90% of goods brought to/from the island of Ireland.

It also recognises:

- the central importance of addressing the drivers of strategic change, including climate action measures at the forefront of our work programmes including measures to deliver our Climate Action Roadmap.
- the increasing demands on our sea space and the need for collaboration to deliver the best Marine Spatial Planning outcomes for all users. Existing shipping, fishing and leisure activities will be required to share our sea space and coexist with ORE developments, MPA's and DMAPs.



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STRATEGIC GOALS AND FOCUS AREAS 2025-2030

	1 Ensure Safe Navigation for All Provide and regulate to international standards a network of marine aids to navigation around the island of Ireland, which is secure, resilient, and technically advanced and which protects lives, the economy, trade and the environment.
	2 Demonstrate Leadership, Collaboration and Alignment at National and International Level Act as trusted experts working in co-operation with our national, GLA, and international partners, to align the development of safe navigation services to evolving policy, regulatory and industry needs, using innovative technology and promoting the shared and safe use of the maritime domain.
	3 Commit to Sustainable Operations, Climate Action, Protection of the Environment and Biodiversity Make a difference by managing climate risks, reducing our impact on the environment, promoting biodiversity and capturing the opportunities that sustainability can bring.
	4 Serve Coastal Communities, Safeguarding and Sharing Our Maritime Heritage Build relationships at a local level, by promoting the use of maritime heritage assets and by growing and harnessing our all-island Great Lighthouses of Ireland tourism partnership to maximise local benefits.
	5 Deliver Excellence and Stay True to Our Values Combine the skills and expertise of our employees with new technologies to drive quality, reliability and continuous improvement, maintaining excellence and staying true to our values of Professionalism, Quality, Respect, Innovation, Trust and Collaboration.



THE ROLE

Post Title:	Director of Corporate Services
Location:	Head Office, Harbour Road, Dun Laoghaire, Co. Dublin
Reports to:	Chief Executive

OVERVIEW OF ROLE

Irish Lights is seeking to appoint a Director of Corporate Services. This is a senior leadership position, reporting directly to the Chief Executive (CEO) and is a key member of the Executive Management Team (EMT).

The Director will have overarching responsibility for managing several critical functions, including:

- Finance
- Performance and Management Reporting
- Corporate Governance
- Procurement
- Legal and Insurance
- Risk and Compliance

This is a pivotal role requiring an experienced individual capable of providing strategic leadership, operational oversight, and expert governance to ensure Irish Lights' delivers on the critical functions above and the organisational strategy.

The Director will:

- Provide strategic leadership and change management support to the CEO, ensuring efficient, high-quality delivery of finance and corporate governance services in line with Irish Lights priorities.
- Ensure that appropriate controls, processes and governance are effective to identify and mitigate risks faced by the organisation and discharge its compliance responsibilities.
- Foster a high-performing, collaborative culture across the organisation and within the Corporate Services Department, driving innovation and continuous improvement.

- Ensure alignment of Corporate Services to the Irish Lights Strategy 2025 – 2030.

DUTIES & RESPONSIBILITIES

The key responsibilities of the Director of Corporate Services are:

STRATEGIC LEADERSHIP AND CHANGE MANAGEMENT

- Collaborate with the CEO and EMT to define and implement strategic goals and priorities, particularly in Corporate Services.
- Lead on change management initiatives both within Corporate Services and across Irish Lights.
- Support the CEO, EMT and managers across the organisation to define and secure the resources required to implement the strategy of the organisation.
- Work closely with the CEO to identify and balance the needs of relevant external stakeholders.
- Support the EMT to define key performance metrics for strategic and operational performance and develop effective and efficient reporting processes and dashboards.
- Act as a key advisor to the CEO and, through them, to the Board and its Committees on finance, governance, legal, risk and compliance.
- Support a culture of innovation and accountability across the organisation by embedding best practices and operational efficiencies.
- Engage with external stakeholders to promote the Irish Lights' mission and objectives.
- Lead a multidisciplinary team, fostering a high-performance culture across Corporate Services.

FINANCE AND PROCUREMENT

- Lead the financial function ensuring that it generates value for the organisation through delivery of insights, involvement in strategic decisions, and leadership of change initiatives.

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- Oversee financial management, ensuring compliance with public sector standards and value-for-money principles with the Finance and Procurement Manager.
- Lead procurement processes, ensuring adherence to public procurement regulations and achieving cost-effective outcomes.
- Lead the annual budget cycle, ensuring robust planning, reporting, and resource allocation processes.
- Oversee the preparation of the Annual Report and Accounts for Irish Lights in conformity with Irish Lights requirements under Irish and UK Codes / Standards including the Irish Code of Practice for State Bodies and HMT Managing Public Money.
- Oversee the development and implementation of policies and procedures that promote organisational effectiveness and compliance.
- Oversee the collection of light dues income and commercial income for Irish Lights and the management of the relationship between Irish Lights and the General Lighthouse Fund.

CORPORATE GOVERNANCE AND COMPLIANCE

- Provide comprehensive support to the CEO, Board and its Committees, ensuring compliance with statutory and regulatory obligations, supporting the organisation in maintaining transparency and accountability.
- Oversee and manage all Irish Lights legal and contractual matters.
- Ensure the Irish Lights' compliance with all legal obligations, working closely with the Governance and Compliance Manager.
- Ensure Irish Lights has appropriate insurance and risk policies in place.
- Oversee corporate governance frameworks and policies to ensure transparency, accountability and compliance with regulatory requirements, including the Code of Practice for the Governance of State Bodies.
- Lead risk management processes, ensuring the Irish Lights can effectively identify, mitigate, and address strategic risks.
- Manage other regulatory compliance requirements to ensure organisational accountability.



Note: The functions and responsibilities assigned to this position may be changed from time to time based on organisational requirements. The person appointed must be flexible and be prepared to fulfil other roles and responsibilities at a similar level within the organisation. The responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the business requirements of the organisation.

EDUCATIONAL QUALIFICATIONS

- A qualified accountant
- Ideally with post-graduate qualification in public administration, governance, law, or business management.

ESSENTIAL SKILLS & EXPERIENCE

- In-depth knowledge of public sector governance frameworks and compliance requirements in both Ireland and UK.

- Strong understanding of public sector financial management, including budgeting and procurement and financial reporting.
- Proven ability to lead cultural and organisational change, embedding a forward-thinking ethos.
- Proven track record in implementing process improvements and operational efficiencies.
- Strong experience fostering a culture of excellence, accountability, and collaboration.
- Experience supporting Boards and Committees, including preparing governance reports and facilitating decision-making.
- Demonstrated ability to align corporate functions with organisational strategy and goals.
- Exceptional problem-solving abilities with a strategic approach to diagnosing complex challenges and delivering practical, effective solutions.
- Ability to translate strategic goals into actionable plans and to anticipate risks, identify opportunities, and adapt to changing priorities.
- Exceptional communication skills, both written and verbal, with the ability to present complex information clearly and persuasively to diverse audiences, including senior stakeholders, committees, and the public.
- Experience representing an organisation at high-profile events, forums, or hearings, including delivering presentations to boards and legislative committees.

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** – A 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 delivering 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 employees;
- **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;
- **Concern for Order** – Recognition of the importance of attention to detail and orderly record keeping.

CONTRACT TYPE

Permanent.



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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 employees.

Remuneration: An attractive salary range and pension benefit 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.



RECRUITMENT PROCESS

Irish Lights has engaged Lansdowne Executive Search to manage the recruitment process for this position. Candidates for this role will be sought via three channels:

- (a) Lansdowne Executive Search's own search activities.
- (b) Digital Advertising on selected Industry Websites.
- (c) National/International Newspaper Advertisements.

All applicants to Advertisements will receive an acknowledgement of their application and all will be assessed based on the criteria specified for the role. Applications will be via eMail only.

No original certificates or references should be submitted as any part of an application.

Following the completion of the Advertising and Search processes, a short-listing process will be utilised based on the information supplied on the completed C.V. and cover letter and, as appropriate, based on initial screening interviews by Lansdowne Executive Search.

Candidates selected from the short-listing process will be invited for an interview with Irish Lights. It is likely that a small number will be called for second interview, in which case they may be asked to prepare a presentation in response to a possible case study or proposed business scenario.

As appropriate, shortlisted candidates may be required to undertake psychometric tests.

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APPLICATION PROCEDURE

Application Closing Date: **Friday 16th January 2026.**

To pursue your interest please email a comprehensive Curriculum Vitae and supporting letter to:

Seán McDonagh, Partner

Lansdowne Executive Search Limited,

Email: sean.mcdonagh@lansdownesearch.ie

Or for a confidential discussion please call Seán on +353 87 796 1062.

PLEASE NOTE:

- Candidates must submit **ONE document in WORD format** containing CV and Application Letter together.
- The document must be TYPED. Handwritten forms will not be accepted.
- Please read the job specification (**Pages 5-7 of this Briefing Document**) which provides relevant information about the requirements of this post.
- Irish Lights is an equal opportunities employer. Recruitment to posts within Irish Lights is on the basis of merit as assessed during the recruitment process.
- Please note that omission of any or part of the requested application documentation or incorrect formatting, as set out below, will render the application incomplete.
- **Late or incomplete applications will not be considered.**

RECRUITMENT PROCESS TIMETABLE

Application Closing Date	16th January 2026
Competitive Preliminary Interviews Commence (Lansdowne Executive Search)	Mid-January 2026
Qualified Candidates presented to Irish Lights for shortlisting	Late January 2026
First Stage Interviews (Irish Lights)	Early February 2026
Final Stage Interviews (Irish Lights)	Late-February 2026
Offer extended to successful applicant	March 2026

For more information about Irish Lights, please see www.irishlights.ie





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