



AirNav Ireland

Recruitment of Director Technical Services

Candidate Information Booklet

June 2025

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The Position

Title of position:	Director Technical Services
Tenure:	Permanent
Employing Authority:	AirNav Ireland
Location:	11-12 D'Olier Street, Dublin 2, D02 T449
Organisation website:	www.airnav.ie

The Organisation

The Irish Air Navigation Service trading as AirNav Ireland (AirNav Ireland) is a commercial semi-state company, established under the provisions of the Air Navigation and Transport Act, 2022 (the Act). AirNav Ireland's main function is the provision of air traffic management (ATM) and related services in Irish controlled airspace and at State Airports. AirNav Ireland generates revenues from charges and fees raised from airline customers for the provision of ATM and related services. AirNav Ireland operates independently without any financial support from the Irish Exchequer (see www.airnav.ie for full details on AirNav Ireland's activities and performance).

Role Summary

AirNav Ireland is seeking a Director Technical Services to lead a team of professionals in supporting AirNav Ireland in the provision of safe and secure ATM/ANS services, in adherence to statutory and regulatory requirements, whilst ensuring that the Company is compliant with extant regulations and standards.

The Director of Technical Services is a demanding role and will require the candidate to have substantial knowledge of this discipline in addition to occupying similar roles at a senior level within the aviation industry or a comparable regulated entity. IT capability and resilience are critical for the operation of a safe and efficient air traffic control and navigation service.

The Technical Services Directorate is responsible for overseeing the engineering and ICT infrastructure while being responsible for ensuring delivery of capital expenditure programmes in a timely manner.

The position will report directly to the Chief Executive and will play a pivotal role as part of the Executive Management Team in shaping the delivery of our services.

Strategic Context

AirNav Ireland operates in an international environment providing air traffic management and communication services to its customers. The role of Director Technical Services is to oversee the engineering and ICT infrastructure while being responsible for ensuring delivery of capital expenditure programmes in a timely manner.

AirNav Ireland is a partner in a number of international activities, including:

- Aireon (www.aireon.com)
- Entry Point North (www.entripointnorth.com)
- COOPANS (www.coopans.com)
- SESAR (www.sesarju.eu)
- Deployment Manager (www.sesardeploymentmanager.eu)

AirNav Ireland works with Eurocontrol (www.eurocontrol.int) and EASA (www.easa.europa.eu).

Main Duties and Responsibilities

As a member of the Executive Management Team, and a Nominated Person, the Director Technical Services is responsible for the leadership and management of Engineering Services and Information and Communication Technology (ICT) in AirNav Ireland. This includes, but is not limited to the following elements:

- Ensuring that Capital projects are delivered on time and within budget.
- Ensuring that Technical Services and ICT services at all locations are operated to optimise Company performance and ensure service continuity.
- Ensuring that Technical Services and ICT services are in compliance with EU Regulations, all relevant national and international standards, recommended practices and procedures and that these are applied in the delivery of Technical and ICT Services.
- As a member of the Executive Management Team, providing input to the development of strategic priorities to facilitate delivery of corporate goals and objectives.
- Provide required support to the Oceanic Gateway Project.
- Ensure that AirNav Ireland cyber security systems meet recommended best practice to protect ATM and ICT systems.
- Ensuring compliance with the Safety and Security Management System. Monitoring operational safety and security performance and taking corrective action as required.
- Ensuring that necessary equipment and infrastructure requirements are provided to meet operational requirements and safe, secure and cost-effective service delivery.
- Planning and managing projects using appropriate project control techniques.
- Ensuring the Technical Services business units meet all cost, budgetary, financial and regulatory performance targets. Monitoring and controlling all operational / capital costs.
- Working closely with the COOPANS Systems Realisation Management (SRM) Chairman on COOPANS programme developments.
- Developing and providing the infrastructure for the efficient and effective life cycle management of AirNav Irelands operational equipment and information assets.
- Deploying resources efficiently, ensuring safety and security standards are met and exceeded within budgetary constraints, financial targets are met and air navigation services in Ireland are maintained.
- Ensuring the development of all ATM Systems technical training specifications, manuals and tools.
- Identifying staff training and development requirements and monitoring implementation of annual staff training plans.
- Ensuring that systems performance is appropriately monitored, that timely corrective or preventative action is taken as necessary and that technical equipment is maintained in accordance with appropriate standards, published schedules and operating procedures.

- Ensuring adequate research and analysis of international air navigation systems developments as a basis for informed decision making regarding operational system development and service delivery enhancements.
- Developing and obtaining approval annually for the personnel resources and budgets necessary for delivery of Technical Services and completion of the approved Technology Work Programme, in accordance with regulatory performance criteria (RP3 etc.)
- Managing a matrix technical environment fostering multi-disciplinary teams focused on a variety of ATM systems projects using open and distributed architectures to develop innovative communication (radio and data), navigation, surveillance, flight data processing, ATM (Air Traffic Management), mechanical, electrical, IT and other support systems to enable the provision of a safe, secure and cost-effective ATM service.
- Providing input to corporate fora as required and ensuring that the Executive Group, Senior Management Group are kept informed of relevant operational and project issues and developments.
- Ensuring that personnel are efficiently trained and managed and that waste is eliminated.
- Directing the implementation and management of effective systems disaster recovery plans.
- Maintaining and improving effective working relationships with customers, suppliers and stakeholders.
- Representing AirNav Ireland at appropriate national and international fora.
- Developing safety and security policies and procedures.
- Providing input to the development of ICT related strategic options in consultation with other Directorates.
- Ensuring that ICT expertise is developed and available to AirNav Ireland.
- Establishing expected ICT levels of service with all departments and then monitoring and reporting to the Senior Management Group in respect of such service levels.
- Evaluating and proposing appropriate methodologies for the selection of Technical and specialist ICT personnel.
- Completing an annual review of activities and performance and issuing a report which shall include a plan for implementing such changes as may be required to improve safety, efficiency and / or cost effectiveness.
- Oversee the implementation and adherence to HR policies and procedures.
- Managing health and safety issues in accordance with AirNav Ireland Safety Statement.

Direct Reports

The Director Technical Services is responsible for managing and leading the following direct reports:

- Head of Operational Engineering - Ballycasey, Shannon
- Domain Managers
- Manager ICT
- Compliance and Quality Manager
- Manager TopSky ATC One
- Unit Safety Manager
- Programme Manager

Relationships

Internal:

In addition to the direct reporting relationship outlined above, the Director Technical Services will liaise with functional line management as follows:

- Deputy Chief Executive | Director Human Resources
- Director ATM Operations
- Director Safety
- Director Finance
- Head of Corporate Affairs and Sustainability
- Company Solicitor
- Chief Strategy Officer, Economic Regulation and international Affairs
- Head of Business Innovation and Commercial Strategy
- Internal Auditor

External:

- Department of Transport
- EUROCONTROL
- ICAO
- EU
- Other ATM Service providers, other civil aviation authorities, airport authorities, IAAC, suppliers and customers.

Essential Requirements

The successful candidate must be able to demonstrate evidence of:

- A third level qualification in Engineering or related discipline.
- A proven leader with at least seven years' experience at senior management level in global aviation or regulated industry environment.
- Clear understanding of the Company, customers and regulatory environment
- Demonstrable knowledge of EU and national aviation regulation
- A proved ability to lead, manage and motivate staff.

- Knowledge and understanding of the air navigation service provider operations and strategic intent.
- Excellent communication, inter-personal and problem solving skills.
- Excellent management and presentation skills.
- Strong business acumen with a focus on customer service.
- A proven record of working in a pressurised work environment while delivering directorate activities within budget and on time.

Desirable Attributes

The successful candidate should also be able to demonstrate evidence of:

- Experience in Air Traffic management (ATM) or experience in commercial air transport, general aviation or in a safety critical industry.

Key Competency Areas

- Strategic Capability
- Dynamic Leadership
- Technical/ Professional Competence
- Business Acumen
- Motivational Skills

Conditions of Service

The terms and conditions of service are in line with relevant legislation/policy and are commensurate with the seniority of the role

Tenure

The appointment is to a permanent position and will be subject to a probationary period.

Probation

Employment will be subject to a probationary period of six months. This period may be extended by a period of three months but will not exceed a total duration of nine months. Performance of duties will be monitored and appraised during this period.

Location

The position is currently based at the headquarters of 11-12 D'Olier Street, Dublin 2, D02 T449, but the role also involves management time at AirNav Ireland's operational sites across Ireland.

Hours of Attendance

Hours of attendance will be fixed from time to time but will amount to not less than 43.75 hours gross per week (37 hours net). The successful candidate will be required to work additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations.

Sick Leave

Sick Pay provided subject to adherence to Managing Attendance and Sick Leave Policies.

Annual Leave

The annual leave allowance is 30 days. This allowance is based on a five-day week and is exclusive of the usual public holidays.

Outside Employment

The position is whole-time, and the holder is not permitted to engage in private practice, or be connected with any outside business, which would interfere with the performance of official duties.

The Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this appointment. Further information on the conditions of employment will be outlined in the contract of employment for the successful candidate.

Other Conditions of Employment

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the appointee

How to Apply

AirNav Ireland invites applications from suitably qualified candidates both nationally and internationally and will be undertaking a comprehensive recruitment process as part of this recruitment campaign.

Applications must include:

1. **A cover letter** outlining why you wish to be considered for the role;
2. **A comprehensive CV** clearly showing your relevant achievements and experience in your career to date.

To apply for this role, please submit a copy of your **Cover letter & CV**, giving full details of experience and suitability for the position **to Mr. Brendan Mulligan, Deputy Chief Executive, AirNav Ireland, 11-12 Times Building, D'Olier St, Dublin 2** or by email to Shane.Mullen@airnav.ie.

Closing date

Deadline for application: 12 noon on 27 June 2025 (Irish time)

Applications will not be accepted after the closing date/time.

Interviews

Candidates will be notified of interview details at the earliest convenience. Candidates should ensure that the contact details specified on their application form are correct.

Reasonable accommodations

AirNav Ireland places a strong emphasis on diversity, inclusion and equality at all levels of the organisation. Any candidate who requires reasonable accommodations at any stage of the selection competition should indicate their requirements. Any queries in relation to any disability or other issue which may be addressed through making such reasonable accommodations, can be addressed to careers@airnav.ie.

Selection process

The Selection Process may include the following:

- Shortlisting of candidates based on the information contained in their application;
- Competency based interviews, or other interview format
- Any other tests or exercises that may be deemed appropriate including but not limited to Psychometric testing.
- References and security clearance

Shortlisting

AirNav Ireland reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the applications submitted or a shortlisting interview.

Where, by reason of the number of persons seeking admission to the competition and the standard of knowledge, training or experience in general of such persons, AirNav Ireland considers that it would be reasonable not to admit

all the persons to the competition, AirNav Ireland may admit to the competition only persons who appear likely to it to attain in the competition a standard sufficient for selection and recommendation for appointment.

The information you supply in your application will play a central part in the shortlisting process. AirNav Ireland's decision to include you on the shortlist of candidates going forward to the next stage of the process may be determined based on this information.

Interview

If selected for interview you will be contacted in relation to any interview dates and times. You may also be contacted in relation to the requirement to complete an on-line questionnaire should this be included in the selection process. The onus is on you to attend for interview on the dates and times allocated. Alternative dates and times cannot be facilitated.

The interview is your opportunity to give evidence of your knowledge, skills and experience and AirNav Ireland's opportunity to assess your suitability for the role as advertised.

The admission of a person to a competition, or invitation to attend an interview, is not to be taken as implying that AirNav Ireland is satisfied that such person fulfils the requirements of the role or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important therefore for you to note, the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview.

AirNav Ireland may at its discretion require candidates to attend a preliminary interview in which case admission to the competitive interview would be conditional on candidates reaching such a standard as AirNav Ireland considers appropriate in the preliminary interview.

Interviews shall be conducted by a panel determined by the Board of AirNav Ireland following an assessment of the merits of candidates (except insofar as they are assessed otherwise) in respect of matters referred to in the prescribed qualifications and any other relevant matters. Only candidates who reach such a standard as AirNav Ireland considers satisfactory in the competitive interview shall be considered for selection and placed on a panel. The onus is on all applicants to make themselves available for interview.

AirNav Ireland reserves the right to vary the number and sequence of each stage of the selection process as the competition progresses.

Offer of Appointment

AirNav Ireland shall require persons to whom an appointment is offered to take up such appointment within a period of not more than three months. If the person fails to take up the appointment within such period, or such longer period as AirNav Ireland in its absolute discretion may determine, AirNav Ireland may not appoint them.

Deeming of candidature to be withdrawn

Candidates who do not complete and submit any assessments before the specified date or do not attend/undertake any stage of the selection process as requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

Data Protection

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. The personal information (data) collected on the application form, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing this application and any data collected is subject to the regulations.

General Information

Citizenship

AirNav Ireland has a legal obligation to ensure that all employees are lawfully entitled to work in Ireland. Where applicable and to support an applicant's application, applicants must submit a valid work permit/visa confirming permission to work in Ireland. Failure to submit the required evidence will result in the application and/or contract of employment being rendered void.

Eligible applicants must be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
2. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
3. A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
4. A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
5. A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa.

Note in respect of UK citizens: The recently concluded EU/UK Brexit negotiations have confirmed that the longstanding Common Travel Area Agreement between the UK and Ireland remains unchanged post-Brexit. Accordingly, UK citizens remain eligible to work and reside in Ireland without restriction and, as such, to make an application to compete for this competition where they meet all other qualifying eligibility criteria.

Reference checks

Please note that any offer of employment made to a successful candidate will be subject to satisfactory reference verification and satisfactory verification of academic and professional qualifications.

Security Clearances

Please note that Garda Clearance may be required for this position. Where required, if you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, you must furnish a separate Police Clearance Certificate from each country stating that you have no convictions recorded against you while residing there.

It is your responsibility to seek security clearances in a timely fashion. The successful applicant cannot be appointed without this information being provided and being in order.

Confidentiality

Candidate confidentiality will be respected at all stages of the recruitment process. Applicants should however note that all application material would be made available to those with direct responsibility for the recruitment process within AirNav Ireland.

Please note information provided by you as part of your application may be used as part of our diversity, equality and inclusion metrics in relation to this campaign.

Legal compliance

AirNav Ireland are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts, 1997, 2003 and 2014.

GDPR compliance

AirNav Ireland collects, processes and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained and destroyed in compliance with the Data Protection Acts 1988 - 2018.