

Marine Institute Job Description

Position	Temporary Human Resources, People Development, Project Support and Compliance Coordinator (HEO)
Grade & Contract	Temporary specified purpose contract for a maximum duration of up to December 31st, 2029 (Administrator Grade / HEO)
Service Group	Corporate Services
Location	Rinville, Oranmore, Co. Galway. (noting that we are piloting our blended working policy across 2023/4 which may apply to this role)

Who will you work with and what will the role involve?

The Marine Institute has many high-performing, talented and diverse teams and colleagues who are committed to, and passionate about, the work that we do. We are building a workplace and workforce for the future; one that is evolving with changing work practices, employee expectations and service needs. We aim to be an employer of choice, attracting high-calibre staff, retaining existing team members, and fostering an environment where they feel supported and enabled to innovate and deliver our services with excellence. We will be a workplace where an agile, diverse, motivated, and valued team delivers service with excellence. This will be driven by a culture of collaboration, wellbeing, innovation and continuous development, aligned with our vision and mission, and enabled through living our values.

This role offers a fulfilling and responsible role in a busy environment working on interesting and varied services and projects, working with confidential information. It provides an excellent career opportunity to make a significant contribution to the delivery of corporate services in a dynamic organisation that operates with purpose and a commitment to sustainability.

The individual will have a significant role in supporting delivery of and compliance with the Human Resource services and governance requirements linked with the multiple externally funded Projects and Service Level Agreement (SLA) programmes. In particular, with people supports, development and compliance requirements for the Department of Housing, Local Government & Heritage SLA. The post holder will Support the Head of HR and HR Team Lead in developing and implementing a comprehensive learning strategy and execution roadmap to meet organisational goals. They will take a lead role for the HR Team in collaborating with managers and teams to conduct training needs analyses and designing tailored learning plans to deliver the strategic plan and programme goals. They will support the coordination of compliance with company policies, and procedures, mandatory training, governance and all related reporting as well as the daily supporting of teams with HR related needs.

Additionally, they will support the HR team in delivery of broad HR Services and in achieving our team goals and supporting our people in delivery of excellence with organisational objectives. They will support employee engagement initiatives, and foster a culture of diversity and respect in delivery of their daily responsibilities. Moreover, they will develop and implement HR policies and

procedures in line with legislative requirements, coordinate internal HR audits, and assist with payroll management to ensure compliance across all areas of the organisation.

The successful candidate will be expected to demonstrate team leadership qualities and well-developed programme management and organisational skills, bringing a background in Human Resources including understanding of employment law and the design and implementation of HR related plans and strategic programmes.

They must be able to take ownership of tasks and work on their own initiative. They will also be expected to build effective relationships with internal and external stakeholders, and to apply judgement and flexibility in a challenging and fast-moving environment. They will have the confidence to present to, and work closely with a broad range of people.

What will you be doing every day?

Principal Tasks:

Human Resources Programme

- Work closely with the HR Team to develop, lead and deliver a Strategic HR Programme relevant to the changing needs of the organisation and in line with the Marine Institute strategy.
- Coordinate as appropriate and support delivery of and compliance with the Human Resource services and governance requirements linked with the multiple externally funded Projects and Service Level Agreement (SLA) programmes.
- Support the development and implementation of policies, procedures and guidelines essential for the efficient operation of the organisation in line with funder and legislative requirements and best practice, in conjunction with the CEO and the Senior Leadership Team.
- Monitor relevant legislative developments and changes and ensure policies and procedures reflect such changes.
- Ensure that relevant Human Resources and employment related statutory and governance requirements of the organisation are met relating to the role and organisation as appropriate.
- Assist with the HR actions and approval of the monthly payroll framework and policy.

Learning & Development / Performance Management

- Work with the Human Resources team to create and deliver a Learning Strategy & execution roadmap to deliver against the learning strategy
- Support HR & Managers to complete training needs analysis for their teams and develop appropriate learning plans
- Execution of training plans, assessing progress and initiating corrective action.

- Work with managers to identify and ensure completion of compliance Training, Company Policies, Frameworks and Procedures Training & Mandatory Training.
- Establish a framework for identifying future skills, skills gaps in the Marine Institute for inclusion in the Learning Strategy & execution roadmap.
- Proactively engage with external customers to explore new innovative development and learning offerings.
- Enhance / Design metrics to evaluate the effectiveness and return of investment for Learning and Development courses and programmes and continue to fine-tune and improve to ensure that best practice is delivered.
- Working with HR and teams to develop Key Performance Indicators (KPIs) and metrics for Learning & Development to future proof skills development and service delivery.
- Leading on hybrid and e-learning initiatives to offer employees more personalised and accessible learning opportunities.
- Coaching, mentoring and supporting colleagues to identify individual strengths and development needs, to develop and maintain effective relationships and to encourage retention.

Metrics and Reporting

- Identify, track and report on relevant metrics and continually evaluate results and costs to assess effectiveness and identify improvement opportunities.
- Coordination of relevant Human Resources internal audit activities and act on the audit findings, recommendations, and corrective actions. Maintain accurate documentation of audit activities and outcomes.

Governance and Compliance

- Complete periodic HR audits on HR SharePoint to ensure employee files, policies and procedures are up to date and in line with record retention schedules
- Support GDPR requirements and operate in compliance with health and safety, procurement and good governance practices.
- Participate in Corporate Services Management and team meetings.

Engagement and Communications

- Support employee engagement initiatives and develop and execute action plans to address any identified areas for improvement.
- With the SLT, HR Team and ED&I group, support a culture that values diversity, respect and inclusion in the workplace.

Any other duties appropriate to the grade and role as required from time to time.

What do you need to have done to apply for this role? (Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience and Training)

Essential / Important:

- A relevant third level qualification in Human Resources or a business subject with a Human Resources focus.
- A minimum of two years of relevant work experience in a supervisory or lead role in a human resource environment. This would ideally be in the Public Sector.
- Demonstrated relevant experience in producing and implementing a Learning & Development Strategy for an organisation, ideally in a scientific or technical environment.
- High levels of computer literacy, to include all MS Office packages & H.R. Management Information Systems (including payroll functionality, ideally Access HR) and the use of SharePoint, Statistical analysis and web based communication tools.
- Demonstrated current knowledge and understanding of Irish employment law and current HR related legislation and practices.
- Impactful communication skills, with a demonstrated ability to build professional relationships and networks.
- Demonstrated, relevant experience in managing projects, staff and budgets.
- Excellent leadership skills with the ability to communicate effectively at all levels both verbally and in writing.
- Track record in producing H.R. related statutory and other reports in various formats, including presentations.
- Demonstrated experience in providing support to employees on personal / developmental issues.
- Excellent interpersonal skills, including an ability to deal sensitively with others and the ability to handle sensitive and confidential information with discretion and integrity
- High levels of numerical and literacy skills.
- Demonstrated planning and organising skills and managing time effectively to ensure the delivery of projects to tight deadlines.
- The ability to work independently.
- Solutions-oriented with excellent initiative and problem-solving ability.
- A full driving licence and access to own transport.

Ideally nice to have / Desirable:

- Post-graduate qualification in Human Resources or related discipline.
- CIPD Membership.
- Track record in the production of H.R. metrics.

What else do you need to know? (Special personal attributes required for the role)

- An analytical approach to problem solving.
- An ability to work in an organised manner and progress work independently, taking accountability for deadlines and quality outputs.
- An ability to collaborate with members of multi-disciplinary technical teams.
- An ability to use initiative and to drive results.
- Good interpersonal written and verbal communication skills.

- Demonstrated ability to deescalate situations and intervene early to avoid conflict.
- Effective organisation, time management and administration skills.
- Demonstrated ability to work as part of a team, to take instruction and to know when to escalate issues.
- Ability to research, analyse data and communicate in an accessible way to multiple audiences.

Description of Service Group: Corporate Services – The wider team

Led by our Director Patricia Orme, the Corporate Services Group includes Finance, Human Resources, Facilities and Services, Communications and Library & Information Services as well as Corporate Governance & Compliance, Procurement, Tendering and Contracts Management. The group also has responsibility and oversight for the General Data Protection Regulations. These teams provide vital supports to each of the Marine Institute staff country wide, helping to deliver a consistent and high quality service in line with the strategic objectives and priorities of the Institute.

Human Resources Team (HR)

The Human Resources team is a professional and dedicated team helping the Marine Institute (MI) obtain and hold “Excellence through People Certification” since 2004. We are committed to supporting a culture of Diversity, Inclusion & Equality, to open communications and to promoting a shared mission, vision and values. We promote opportunities for equity among our professionals, regardless of gender, disability, LGBTQ +, race, ethnicity, generations, beliefs. We place a high value on celebrating success, engaging with our people and putting the frameworks and supports in place to foster excellence reflected in high performing teams and individuals. Supports and services from the HR team are built around delivery of the MI strategic objectives and a commitment to employee wellbeing and development. Collectively, the team deliver excellence in the areas of recruitment and retention; learning and development, performance management; employee engagement and Communications; health, safety & wellbeing; rewards and pensions; mentoring and support; policy and legislation; risk management; business continuity planning.

Who will you report to and who will manage and work with you?:

The successful candidate will be based at the Marine Institutes Oranmore Headquarters and will report to the H.R. Manager and or the appropriate designate as agreed with the Director of Corporate Services.

What we offer

We value our staff, and we value their contribution to the work of the Marine Institute. In return for this, we provide benefits that promote a healthy work-life balance and which we hope will help them to develop professionally. These include personal and career development, work/life balance policies, an employee assistance programme, “Bike to Work” Scheme, staff medicals and annual flu vaccination.

Contacts:

Within the Marine Institute:

H.R. Team and Manager, Director of Corporate Services, Corporate Services Managers and Teams, and Directors, Managers and teams across the Marine Institute.

Outside the Marine Institute:

Government Departments, State Agencies, Higher Education Sector, Service providers, Training Providers, Students, General Public.

Salary:

Remuneration is in accordance with the public sector, Department of Finance approved salary scale for Higher Executive Officer Administrator (HEO) which runs from €56,556 - €71,227 on a full time basis per annum pro-rated with time worked. You will commence on the first point of the scale €56,556 and become a member of the Single Public Service Pension Scheme unless you are currently or have worked in the Public Sector in the past 6 months and are a member of another Public Sector Scheme.

Annual Leave:

Annual leave entitlement for a HEO – Higher Executive Officer Administrator is 29 days per annum. Annual leave entitlement for this position will be pro-rated in accordance with the duration of the contract awarded. Annual leave entitlements are exclusive of public holidays and is managed using the time and leave management system and policies in place in the MI.

Duration of Contract:

This temporary specified purpose contract of employment will run for up to December 31st 2029 subject to funding continuing and being available from the externally programme monies funding this support role.

The successful candidate will be on probation for the first nine months of this contract.

Who is the Marine Institute?

The Marine Institute is a non-commercial semi-state body, which was formally established by statute (Marine Institute Act, 1991) in October 1992.

Under the Act, the Marine Institute was given the responsibility:

“to undertake, to co-ordinate, to promote and to assist in marine research and development and to provide such services related to marine research and development, that in the opinion of the Institute will promote economic development and create employment and protect the marine environment”.

The Marine Institute is the national agency responsible for marine research, technology, development and innovation (RTDI). The Marine Institute seeks to assess and realise the economic potential of Ireland’s 220-million-acre marine resource; promote the sustainable development of marine industry through strategic funding programmes and scientific services; and safeguard the marine environment through research and environmental monitoring. The Institute works in conjunction with the Department of Agriculture, Food and Marine (DAFM) and a network of other Government Departments, semi-state agencies, national and international marine partners.

Our vision - The Marine Institute, as a global leader in ocean knowledge, empowering Ireland and its people to safeguard and harness ocean wealth.

Our Mission - The Marine Institute, provides government, public agencies and the maritime industry with a range of scientific, advisory and economic development services that inform policy-making, regulation and the sustainable management and growth of Ireland’s marine resources. The Institute undertakes, coordinates and promotes marine research and development, which is essential to achieving a sustainable ocean economy, protecting ecosystems and inspiring a shared understanding of the ocean.

In order to achieve this vision, the MI have six service areas; (1) Ocean, Climate and Information Services, (2) Marine Environment & Food Safety Services, (3) Fisheries Ecosystems Advisory Services, (4) Irish Maritime Development Office, (5) *Policy, Innovation and Research Services* and (6) Corporate Services.

The Marine Institute 5 Year Strategic Plan (2023 to 2027) is available [Here](#)

How to Apply:

A C.V. and letter of application, summarising experience and skill set applicable to the position should be emailed to catherine.johnston@marine.ie or posted to Catherine Johnston, Human Resources at the Marine Institute, Rinville, Oranmore, Galway. All correspondence for this post should quote reference **CS / HEO HR / Oct 2024**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon on Friday the 18th of October 2024**. Unfortunately, late applications cannot be accepted.

Use of Data - all personal data and the information submitted for this application will be used solely for the purpose of this campaign, after which it will be deleted in line with our General Data Protection Regulation Policy and data retention schedule. All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.

The Marine Institute is an organisation that champions Diversity, Inclusion & Equality for all. We encourage and welcome applications from anyone interested in this role. Please do advise if there are any special accommodations required for the recruitment process. We are here to help you access opportunities with us.

