

## Marine Institute Job Description

<b>Position</b>	<b>Team Administrator &amp; Project Support, Human Resources Team</b>
<b>Grade &amp; Contract</b>	<b>Clerical Administrator, Contract of Indefinite Duration</b>
<b>Service Group</b>	<b>Corporate Services (CS)</b>
<b>Location</b>	<b>Marine Institute, Oranmore, Co. Galway, Ireland (noting that we are piloting our blended working policy across 2023 which may apply to this role)</b>

### Who will you Work With and What Will The Role Involve?

This important role supports our organisation in delivery of its essential work programmes. This role provides candidates with the opportunity to work in a diverse organisation which invests in and celebrates its people.

The permanent Human Resources Clerical Administrator will work within the Human Resources (HR) team to support the delivery of HR related projects linked to the Marine Institute strategic plan, the Human Resources charter and the continuing development of our NSAI “Excellence Through People” certified services and supports.

The Clerical Administrator (CA) will provide a range of supports to the Human Resources (HR) Team. Activities will include supporting the H.R. Team Leader, Head of H.R. and wider team with communications, reporting, administration, events, promotions, audits, procurement, budgetary tracking and supporting our people. All activities will be focused on delivery of the H.R. Charter and Marine Institute Strategy and related Corporate Plans and Goals.

### What Will You Be Doing Every Day?

#### Principal Tasks:

The Clerical Administrator will be responsible for delivery of the following:

#### **General HR Support**

- Responding to general day-to-day H.R. queries from employees and management in a timely and professional manner.
- Supporting legally required tracking and reporting statutory leave including sick leave.
- Assist with organising pre-employment medicals, Sea farer medicals and ad hoc medicals.
- Assist with updating HR Management Information System for Seafarers medicals and sick leave records
- Maintaining staff personal files in line with GDPR and Data Retention frameworks
- Assist with reports for Government Departments, Senior Management Team, Financial Audits, and NSAI Excellence Through People Reviews.
- Deliver with other H.R. team members; employee engagement promotional materials and activities, briefing sessions, H.R. clinics and other promotional events.

- With the H.R. team, develop information leaflets to support staff communications and engagement and Health, Safety & Wellbeing initiatives and other topics as needed. This includes coordinating drafting of the monthly HR Newsletter “Voices Views and News”.
- Create and maintain employee personnel files, updating records such as training files, payroll, and relevant information to ensure compliance
- Support Transition Year Programme administration.
- Assist in updating HR SharePoint pages with current content.
- Support meetings both in organising and taking minutes / reporting including the Equality, Diversity and inclusion group.
- Assist with annual reviews of HR Policies and Procedures including the Staff Handbook, HR Operating Manual and the relevant management information system manuals.

#### **Recruitment Programme**

- Support lead recruiters with administration of campaigns and related documentation and correspondence as required.
- Assist with the recruitment@marine inbox communications.
- Assist with archiving and destroying recruitment files. Complete retention / destruction report in line with Data Retention framework for H.R.
- Assist with the relevant new joiner actions, which includes; first week plans, logging service calls for accounts to be set up, setting up personal files etc.
- Assist with the tracking and monitoring of contractors

#### **Learning and Development –**

- Assist with the administration of learning and development.
- Issue and follow up with training request and evaluation forms as requested
- Assist with updating learning management system as requested.

#### **General Accounts & Procurement**

- Track expenditure for H.R. budget annually, issuing monthly reports for team meetings, by following internal finance and procurement procedures including processing invoices, purchase orders, and budgets.
- Assist with audit preparation and the collation of relevant documents and paperwork.

#### **Compliance Related Administration**

##### **GDPR**

- Ensure employee data is updated and maintained in line with GDPR requirements and respond to requests made under same
- Tracking and filing new joiner consent and data privacy paperwork.
- Tracking and logging mandatory training. Assisting with records for retention and disposal.
- Support ongoing review and updating of documents, policies, manuals and training related to GDPR.

##### **Health & Safety;**

- Ensuring the completion of new joiner compliance forms including tracking receipt of forms confirming review of Statement by employees.
- Organising information workshops.

- Updating SharePoint with documentation.
- Ensure online work station assessments are completed in line with legislation and blended working applications.

**Risk Management;**

- Updating intranet with Relevant Policies, Risk Register and Quarterly Risk Reports. Assisting Director of CS and Head of H.R. with Risk Management administration.

**Supporting Head of H.R.**

- General Project, Communications and office Administration support.
- Any other duties relevant to the position and appropriate to the grade 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:**

- Educated to leaving certificate level or equivalent.
- Previous experience working in a busy office.
- Highly organised with excellent administration skills and attention to detail.
- Good I.T. skills to include Microsoft Word, Excel, PowerPoint, Outlook and ideally experience in using and updating databases / Management Information Systems.
- Ideally have some experience of updating websites and / or SharePoint pages but this can be trained.
- A background in working with confidential data and personal information, respecting privacy.
- Experience supporting and organising meetings and events.
- The ability to work unsupervised.
- Demonstrated ability to use initiative.
- The ability to communicate effectively both in writing and verbally at all levels.
- Demonstrated experience supporting budget tracking.
- Ability to multi-task and manage time effectively.
- Attention to detail and accuracy in data entry and record-keeping.
- Experience working within a team while being able to progress work independently when required.

**Ideally Nice to Have / Desirable:**

- Third level Certificate or Diploma in an administration related subject.
- Previous experience working with a H.R. Management Information System preferably CORE.
- Previous experience as an administrator in a busy H.R. team.
- Previous experience supporting recruitment and selection administration.
- Previous experience of supporting audits.
- Knowledge / experience in public procurement.
- Full driving licence and access to own transport

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

- An ability to work in an organised manner and progress work independently.
- Attention to detail and accuracy in data entry and record-keeping.
- Dynamic and reliable.
- Self-sufficiency, while being a good team player.
- Good interpersonal skills.
- Proven collaborative skills including team working.
- Highly organised and the ability to work effectively under pressure in a dynamic environment.
- Strong written and verbal communication skills.
- The ability to resolve conflict before it escalates.

### 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 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 / Who will Manage and Support You?:

The successful candidate will be based at the Marine Institutes Oranmore Headquarters and will report to the Head of H.R. and H.R. Team Leader, or whomever the Director of Corporate Services deems appropriate.

### 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, the option to avail of blended working if applicable to the role, an employee assistance programme, “Bike to Work” Scheme, staff medicals and annual flu vaccination. Training is important and we prioritise and invest in learning and development for all of our staff.

### Contacts:

**Within the Marine Institute:**

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

**External:**

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

**Salary:**

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Clerical Administrator (CA) which runs from €27,882 - €44,865 on a full time basis per annum pro-rated with time worked. You will commence on the first point of the scale of €27,882 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 Clerical Administrator is 22 working days per annum pro-rated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. All leave must be approved in advance in line with Marine Institute leave policies, by your manager or their authorised representative

**Duration of Contract:**

This role comes with the offer of a Contract of Indefinite Duration that will be issued subject to successful completion of a six-month probationary period and consistent satisfactory performance.

**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 Ireland’s scientific agency responsible for supporting the sustainable development of the state’s maritime area and resources. We do this through conducting applied research and providing scientific knowledge, advice and services to government, industry and other stakeholders and users. This policy advice capacity, our broad mandate, and the research programmes we fund and undertake, give us a unique insight into the science-policy interface and make us an exemplar in the provision of integrated ocean knowledge.

The Marine Institute provides a broad range of essential scientific support to its parent department, the Department of Agriculture, Food and the Marine (DAFM). There is an increasing demand from Government for the data and evidence that are essential to inform national policy and to underpin the state’s governance of our maritime area. Through laboratory, field and seagoing work, the Institute carries out statutory environmental, fisheries and aquaculture surveys, seafood testing and

other monitoring programmes assigned by government. The Institute plays an important role in supporting the state's response to the impacts of our changing seas and oceans, through working with the national and international scientific community to observe, study and understand our changing oceans. This essential scientific advice supports industry, protects consumers and underpins legislative and other obligations aimed at the protection and management of the marine environment.

**Our vision** - *The Marine Institute is a national and international leader in ocean knowledge that benefits people, policy and planet.*

**Our Mission** - *The Marine Institute provides scientific, research and development services to government, agencies, industry and society that support the sustainable use of our maritime area, the protection and restoration of marine ecosystems, and promote a shared understanding of the ocean.*

There are 6 broad service areas within the Marine Institute; (1) Ocean, Climate and Information Services, (2) Marine Environment & Fish Health Services, (3) Fisheries Ecosystems Advisory Services, (4) Irish Maritime Development Office, (5) Policy, Information 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 [recruitment@marine.ie](mailto:recruitment@marine.ie) or posted to Human Resources at the Marine Institute, Rinville, Oranmore, Galway. All correspondence for this post should quote reference **CS/CA/HR/OCT23**

### **Closing date for Applications:**

All applications for this post should be received by the Marine Institute **in advance of 12 noon on Monday 30th October 2023**. 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.**