

Marine Institute Job Description

Position	Temporary Section Manager—Marine Spatial Planning Policy Support and Service Coordination
Grade & Contract	Section Manager Grade Temporary Specified Purpose Contract of Employment up to 31st December 2029– DECC Funded
Service Group	Marine Environment and Food Safety Services
Location	Marine Institute, Rinville, Oranmore, Co. Galway The Marine Institute has a Blended Working Policy in Place

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

The successful candidate will work within the Marine Spatial Planning team in Marine Environment and Food Safety Services (MEFSS), which coordinates the scientific and technical services that the Marine Institute provides to Department of the Environment, Climate and Communications (DECC). Working with a cross-services team, the successful candidate will provide a key role in coordinating the delivery of services and products to support delivery of marine spatial planning (MSP) in Ireland. The Marine Institute provides marine scientific and technical advisory services to DHLGH in delivery of national legislative responsibilities through monitoring, analysis and data acquisition and management.

To do this, the individual will work closely and collaborate with the DECC, data owners, data management team, other national and international partners and research organisations. They will oversee technical service delivery.

This position is intended to provide spatial planning advice in relation to implementation of the MSP Directive and matrix manage a team of scientists and data management experts in the delivery of products required under the MSP.

In our role as National Marine Data Centre, the Marine Institute collects and manages numerous data sets for a variety of purposes to support sustainable marine resource and environmental management on behalf of the public. Many of these data sets can be represented spatially to support MSP. The delivery of scientific products is data intensive, and, at times, has overlapping data usage requirements for the same data and/or the use of similar data domain experts to support the data collection and analysis processes. Coordinating the delivery of MSP for the DECC and the Department of Agriculture Food and Marine (DAFM) requires an experienced practitioner with data and project management expertise, and strong communication and people management skills.

The Marine Institute supports in-house subject matter experts assisting in the development of spatial data advisory products that will assist DECC's efforts in implementing Ireland's MSP. The successful candidate will provide leadership in the delivery of these programmes, and work with Marine Institute scientists and other groups to develop spatial data and evidence projects of use in a MSP for Ireland. As Section Manager, you will oversee contracted and MI staff in working towards producing deliverables for this process that will include, but not be limited to, geographic and other spatial representations of marine data and activities. You will be responsible for ensuring the data quality input into deliverables meet international standards and will liaise with relevant internal service groups and external departments and agencies to provide marine spatial data into a national marine

planning framework context, and advise on appropriate modelling and analytics that may need to be considered to address outstanding questions.

In addition to these roles, you will provide general environmental advisory support to the MEFSS team and the MI for proposed actions in the marine, and their relationship to policy objectives in relation to MSP and matters related to MI strategic and operational affairs.

What Will You Be Doing Every Day?

Principal Tasks:

- Provide and promote Marine Spatial Planning technical expertise to Marine Institute in delivering outputs required for clients, stakeholders and projects as detailed in national strategies and EU Directives.
- Build a strong working relationship with stakeholders in Irelands MSP sector including government officials in DECC, DHLGH, and DAFM and other agencies including MARA, ABP and EPA.
- Provide leadership to the MSP Team, and liaise with other staff positioned in MSFD, Water Framework Directive, Data and Operational planning areas within the MI.
- Supervise and coordinate a number of MI staff and external contractors (some direct employees and others as part of matrix cross service projects) in identifying, querying, collating, and spatially mapping existing internal and external data sources.
- Identify and coordinate data collection efforts of new data streams with internal staff and external collaborators that should be mapped to facilitate marine spatial planning, eg implementation of the NMPF or development of DMAPS.
- Coordinate and communicate with DECC staff to facilitate efficient knowledge transfer of spatial data and evidence of use in MSP.
- Identify funding sources, form or participate in collaborative research, prepare and submit credible research proposals and initiate appropriate research projects in the areas of relating to marine planning.
- Participate in relevant International Council for the Exploration of the Sea (ICES), European Union working groups and other such meetings to support collation, collection and analysis of spatial data, and underpinning advice provision.
- Provide objective and independent advice on a range of marine ecosystem management and planning issues to the department and other government agencies with whom the M.I. collaborates to support their decision making needs.
- Any other duties as relevant to the position and grade, as assigned by the Director of MEFSS, the CEO of the Institute, or its senior management team.

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:

- Minimum of an honours Degree in a relevant subject including Spatial Planning, Geography, Natural Sciences, Marine Science, Physical Sciences, Socio-Economics.
- A minimum of five years of post-qualification work experience in environmental management or advice, with some understanding of marine spatial planning and the marine and marine dependent sectors.
- Proven experience of effective team project management, to include coordinating team deliverables and working through the complete project life cycle from initiation to delivery.

- Proven experience in project development, implementation, management and delivery – including financial management with effective governance, procurement, budgeting and reporting.
- Excellent interpersonal and networking skills with a demonstrated ability to credibly liaise, collaborate and work with teams, managers and key stakeholders and policy makers e.g. industry, government departments and the research community both nationally and internationally.
- A demonstrated awareness of the best practice techniques currently used in marine spatial planning.
- High level knowledge and capability with GIS software for mapping and spatial analysis.
- A high level of computer literacy including the use of standard MS Office software packages.
- An understanding of the importance of communications in project development and results dissemination with demonstrated excellence in both written and spoken English with a range of audiences.
- The ability to work unsupervised in a fast-paced environment and consistently meet deadlines.
- Demonstrated ability to use initiative with a strong track record in successful project completion, delivering high impact outcomes.
- Proven Report Writing Skills to include a demonstrated ability to review technical documents.
- A full clean Driving License.
- Willingness to attend meetings in Ireland and abroad.

Ideally Nice to Have / Desirable:

- A post graduate qualification in a Marine Spatial Planning or other discipline relevant to this position.
- Marine science and management background.
- Experience with EU policy frameworks with particular relevance to marine spatial planning (e.g., The Water Framework, Marine Spatial Planning, Marine Strategy Framework Directive and Natura Directives and Offshore Energy).
- Strong familiarity with Irish and EU policy and legislation applicable to the marine (e.g., National Marine Planning Framework, Future Framework for Offshore Wind and Powering Prosperity, Climate Action Plan, Seafood Development Programme, OSPAR, MSFD, WFD, EU Atlantic Action Plan).
- Experience in managing complex technical projects and supporting meetings and outputs with multiple stakeholders – including Government, State Bodies etc.

What else do you need to know?

(Special personal attributes required for the role)

- Dynamic and reliable.
- Possess a diplomatic manner, with the ability to resolve issues before conflict occurs.
- Strong leadership qualities with excellent communication skills.
- The ability to remain focused when multiple important deadlines coincide.
- Solutions orientated with excellent initiative and problem solving skills.
- Self-sufficiency, while being a good team player.
- Excellent interpersonal skills.
- An ability to work in an organised manner and progress work independently.
- An interest in travel.
- Ability to effectively communicate results of teamwork in written and audio-visual formats.

Description of Service Group: MEFSS & The Wider Team

This position will be within the Marine Environment and Food Safety Services team. You will work with marine experts through a cross-services team, for the delivery of products required for DECC.

Marine Environment & Food Safety Services (MEFSS)

The MEFSS provides government agencies, industry and other clients with food safety, environmental and fish health scientific services. In addition to these roles, and particularly relevant to this post, MEFSS coordinates the provision of scientific and technical support from across the MI for implementation of the Ireland's [National Marine Planning Framework](#), which was published by the DHLGH. MEFSS also supports DHLGH with data collation and reporting for Ireland's MSFD.

Ocean Climate and Information Services (OCIS)

The mission of OCIS is *"To provide scientific, operational and analytical support and services to strategic RTDI and statutory monitoring programmes (at national and international level) to promote and support the sustainable development of Ireland's marine resources"*

Ocean Science and Information Services incorporates:

- Information Services & Development
- Advanced Mapping Services
- Research Vessel Operations
- Oceanographic Services incl. research Infrastructures and operational elements of the Ocean Energy programme

Information Services & Development (IS&D)

Information Services & Development (IS&D) is responsible for the co-ordination of data activities and the provision of information technology. Information Services & Development section provides coordination and direction for ICT and data technologies and process development. IS&D is made up of three teams:

- Data Management: The Data Management team provides guidance and support to promote best-practice management of the Institute's scientific data assets.
- Application Development: The Application Development team manages software development and systems integration services in support Institute operational and research activities.
- IT Operations and Systems: This team continually develops the Institute's ICT infrastructure to ensure it operates in a reliable and efficient manner to support operational and advanced research activities.

IS&D sits within the Ocean Science and Information Services service area.

Fisheries Advisory Ecosystems Services (FEAS)

The mission of FEAS is *"to assess, research and advise on the sustainable exploitation of marine fisheries resources"*. Currently, FEAS consists of over 90 scientific, technical, post graduate and administrative staff under the directorship of Dr Ciaran Kelly. The Service group operates a significant part of their services from the headquarters in Oranmore, Co Galway with additional port based facilities and a major research facility at Newport, Co Mayo. FEAS staff spend a considerable amount of time at sea on commercial fishing vessels and on research vessel surveys carried out on the RV Celtic Explorer and RV Celtic Voyager. A key output of FEAS is the annual Stock Book and the annual Shellfisheries Stock Book. These provide the latest assessments and scientific advice for the resources exploited by Irish vessels and is a key reference for the Governments sustainability assessment presented annually to the Oireachtas. A key element of FEAS work is the provision of scientific support for the Irish government (principally the Department of Agriculture, Food and the

Marine – DAFM) on marine fisheries ecosystems related issues. FEAS also publish much of its work in peer reviewed scientific journals.

Who Will You Report to / Who will Manage and Support You?:

The successful candidate will report to the Director of MEFSS, but will work in a matrix structure with other FEAS and OSIS scientists to ensure and support the delivery of products for marine spatial planning, in a matrix management context. Specific projects for which the candidate may have managerial oversight may be authorised and implemented by different directors and managers.

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:

Chief Executive Officer, Director of MEFSS, Directors, Managers and Teams within the Institute.

External:

External contacts including Government Departments – DAFM (parent department), DECC, DHLGH, agencies, contractors and other experts and stakeholder, other partner agencies and Departments, 3rd level research organisations. International contacts will likely include the ICES, EU Commission, European Networks, and DG MARE, amongst others.

Salary:

Remuneration is in accordance with the Public Sector, Dept of Finance approved Salary Scale for Section Manager which runs from €82,448 - €102,896 on a full time basis per annum pro-rated with time worked. You will commence on the first point of the scale €82,448 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 Section Manager is 30 days per annum. Annual leave entitlements are exclusive of Public Holidays and are managed using the Time & Leave Management System in Place in the organisation. All leave must be approved by your manager or their authorised representative; in advance of being taken and in line with Marine Institute leave policies.

Duration of Contract:

The contract for this role will be issued on a specified purpose basis for up to the end of 2029. A 9 month probationary period will apply to this role.

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 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.

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 recruitment@marine.ie or posted to Human Resources at the Marine Institute, Rinville, Oranmore, Galway. All correspondence for this post should quote reference **MEFSS/POST1/SM/MSP/Jul24**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12:00 noon Tuesday the 29th of July 2024**. Please note that late applications will not 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.