

Marine Institute Job Description

Position	Team Leader – Data and Digital Services Coordination, Communication & Business Analysis
Grade & Contract	Team Lead Grade Specified Purpose Contract for a maximum duration of up to 31st Dec 2029 (DHLGH Funded)
Service Group	Oceans, Climate and Information Services (OCIS)
Location	Marine Institute Headquarters, 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 Information Services and Development (IS&D) Team, in Oceans, Climate and Information Services (OCIS), to support the development and delivery of data and information services that the Marine Institute provides to Department of Housing, Local Government and Heritage (DHLGH).

The role will coordinate and directly support the management and analysis of marine data and reporting required to meet the requirements of the Marine Strategy Framework Directive (MSFD) and associated programmes in Ireland.

To do this, the individual will work closely with the wider IS&D team, the Marine Strategy Framework Directive cross-service team. The work undertaken will include the management of multidisciplinary marine environmental data to enable relevant analysis, publication and access by key stakeholders, including through data analysis and access services.

There will be a strong spatial services element to this work and it will be underpinned by the Institute's internationally-accredited data management quality management framework.

What Will You Be Doing Every Day?

Principal Tasks:

- Manage the delivery of technical data services to support requirements of the Marine Strategy Framework Directive and related programmes and activities, including relevant team members;
- Ensure requirements for MSFD data services are well defined working closely with the MEFSS programme manager and staff involved in delivering the programme's objectives, with input from external partners as required.
- Coordinate technical data services delivery in line with IS&D and wider Marine Institute data services and practices, including:
 - The development of related databases, data services and data products to support marine environmental analysis and reporting;
 - The managed sharing of data from Marine Institute teams and external partners for the programme, including metadata through the Marine Institute's data catalogue;
 - The application of the Institute's Data Management Quality Management Framework
- Ensure data management practices are well documented for both Marine Institute data and 3rd party data held by the Institute.

- Develop and encourage the adoption of data management best practices, including through research activities that support the programme.
- Attend relevant meetings or expert working groups to report on activity and support best practice development.
- Support data access requests in conjunction with the Data Management team.
- Liaise closely with international partners to ensure the timely delivery of quality data to European project and programme portals.
- Any other duties as relevant to the position and grade.

Any other duties suitable to the position as identified and assigned 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 degree or equivalent higher qualification in IT / Computer Science/Digital, or other related technical discipline;
- At least 3 year's professional experience in an IT/digital or data role, including working with enterprise databases and / or spatial data systems;
- At least 1 year's demonstrable experience in coordinating the management, processing and analysis data, ideally with scientific or environmental datasets;
- Experience accessing data using the SQL query language for Microsoft SQL Server, or similar enterprise Database Management Systems, and / or with scripting languages (such as Python, JavaScript, etc...).
- Professional experience of defining technical requirements / Business Analysis;
- Professional experience of documenting technical specifications and workflows / processes.
- Some experience with a structured project management process for delivery of technical deliverables.
- Excellent interpersonal skills and the ability to communicate effectively at all levels both in writing and verbally with technical and scientific and non-technical groups.
- The ability to work unsupervised and to work well with others.

Ideally Nice to Have / Desirable:

- A postgraduate certification in an IT, scientific or data related discipline would be very beneficial.
- A project management or service delivery accreditation.
- An understanding of data quality management.
- Experience with spatial data and the use and administration of Geographic Information Systems.
- Experience with data analysis, visualisation and reporting tools, including PowerBI and Reporting Services, etc.
- Experience with statistical analysis of data.
- Experience with making data available through online services.
- Experience of publishing technical reports or papers.
- An interest in, and an ability to, travel to project workshops and conferences across Europe (as required).

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.
- Dynamic and reliable.
- Self-sufficiency, while being a good team player.
- Good interpersonal skills.
- Possess a diplomatic manner, with the ability to resolve issues before conflict occurs.
- Ability to effectively communicate work and results.

Description of Service Group and the Wider Team

This position will be within the Information Services & Development (IS&D) team which is a section within the Oceans, Climate and Information Services group. You will work with marine experts through a cross-services team, for the delivery of products required for MSFD.

As the National Oceanographic 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 marine spatial planning and are underpinned by an internationally accredited quality management framework.

Oceans, Climate and Information Services

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”*

Oceans, Climate and Information Services incorporates:

- Information Services & Development
- Advanced Mapping Services
- Research Vessel Operations
- Oceanographic Services
- Marine Research Infrastructures

Information Services & Development (IS&D)

Information Services & Development (IS&D) is responsible for the development and operation of the Institute’s ICT systems and infrastructure, centralised data management services, software development and related digital services. IS&D are made up of four teams:

- **IT Operations** focuses on the development and operation of IT systems to meet scientific and technical operational needs and corporate requirements.
- **Data Management** provides guidance and support to promote best-practice management of the Institute’s scientific data assets. This includes managing data storage, data policies and standards, facilitating access to data through catalogues, data analytics and online access services.

- **Applications Development** develops and integrates software and related services to support scientific and technical services across the Institute. The team coordinates the development of the Institute’s digital platform services including online data and digital services.
- **Data Services Team** provides specific technical supports to national programmes, including the MSP, MSFD/OSPAR, and WFD programmes, with a focus on data processes, quality and data and information services and products. The team works as part of the wider cross-services team to deliver on the programme which is managed by MEFSS.

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.

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 be based at the Marine Institute HQ in Oranmore and will report directly to the Section Manager for Information Services and Development.

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.

Training

A full range of training will be provided as required, on the job and through appropriate courses. Training needs will be identified through the MI Performance Management Development System (PMDS).

Contacts:

Within the Marine Institute:

Information Services and Development Section Manager and team members including the Data Management Team Leader; OCIS Director and wider OCIS team, MEFSS, FEAS, and PIRS team managers, scientists, and data stewards; Other Section Managers, Team Leaders and STOs across MI Service Groups.

External:

Liaison with government departments including Department of Housing, Local Government and Heritage, Department of Agriculture, Food and the Marine; officials from other government organisations such as EPA, NPWS, OSI, BIM, research/higher education institutes; industry; European Commission.

Salary:

Remuneration is in accordance with the Public Sector, Dept of Finance approved Salary Scale for Team Leader (ENG II) which runs from €71,793 - €87,553 on a full time basis per annum pro-rated with time worked. You will commence on the first point of the scale €71,793 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 Team Leader is 27 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 and using time and leave management system in place, by your manager or their authorised representative.

Duration of Contract:

The contract will be issued on a temporary specified purpose basis for a duration up to 31st December 2029, subject to continued funding. Successful candidates will be on probation for the first 9 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 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 or posted to Human Resources at the Marine Institute, Rinville, Oranmore, Galway, H91 R673. All correspondence for this post should quote reference **OCIS/POST3/TL/MSFD/JUN24**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12:00 noon, 26th of August 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 (GDPR) 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.