

Marine Institute Job Description

Position	Programme Manager MaRITeC-X
Grade & Contract	Temporary Specified Purpose Contract for up to 13th March 2026 (subject to project conclusion) Assistant Principle – Senior Administrator Grade
Service Group	Irish Maritime Development Office - IMDO
Location	Marine Institute, 3 Park Place, Upper Hatch Street, Dublin 2 (noting that we are piloting our blended working policy across 2023 which may apply to this role. Some travel to other Marine Institute locations in Ireland may be required)

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

The successful candidate will report to Director of IMDO and work within the IMDO coordinating Marine Institute activities and deliverables relating to the MaRITeC-X project. This will include on behalf of the Marine Institute, supporting the development of the Cyprus Marine and Maritime Institute (CMMI) in a number of key areas across shipping, ports and shipping related technologies through leveraging current expertise. The IMDO will advise and support the development of CMMI and to build international links in areas of innovation related to: Smart Ports and Smart Shipping technologies; - Ports Offshore Renewable Energy Services; Ship Management; Ship registries; Ship Finance and Fintech; Peripheral nodes in the European Transport Network etc. Supporting with the delivery of events, stakeholder engagement, business development and related research, communications, reporting and auditing etc.

What Will You Be Doing Every Day?

Principal Tasks:

- Overall management of the Marine Institute MaRITeC-X project and related deliverables with the IMDO Director and MaRITeC-X Project Administrative Support Person.
- Day-to-day management of the MaRITeC-X Project Administrator.
- Preparation and implementation of an annual plan and related Performance Indicators, covering all aspects of Marine Institute MaRITeC-X project activity reflecting activities, events and outputs in Ireland and internationally.
- Preparation of an annual spending forecast for the MaRITeC-X project, and the management and tracking of project budgets and audit participation - supported by the MaRITeC-X Project Administrator and the MI Finance and Funding Offices.
- Coordination of meetings, events and communications strategies (including social media content) to ensure Strategic and impactful communications for the project.
- Actively engage with key stakeholders and project partners to create the opportunities and international links associated with the MaRITeC-X project plan, to facilitate the development of the CMMI.

- In line with the Marine Institute MaRITeC-X project deliverables, support IMDO in delivering relevant project specific expertise in areas of innovation related to: Smart Ports and Smart Shipping technologies; - Ports Offshore Renewable Energy Services; Ship Management; Ship registries; Ship Finance and Fintech; Peripheral nodes in the European Transport Network etc.
- Ensure all project and programmes are delivered in line with MI policies, procedures; particularly in relation to project finances and related governance and compliance.
- Work closely with M.I. Funding and Finance Offices to ensure effective financial management, reporting, auditing and compliance etc.
- Ensure the Implementation of PMDS within the MaRITeC-X project, ensuring KRAs are aligned the project deliverables; as well as promoting training and staff development and ensuring that the project is a rewarding team to work within.
- Ensure effective tracking, monitoring and management of Leave in line with agreed policies, managing absence effectively.
- Ensuring adherence to M.I. Health and Safety Policy.
- Ensure M.I. Staff Handbook and related policies and guidelines are followed within the project team.
- Working with IMDO Director, MaRITeC-X Project Administrator and MI Funding office to support the compilation and submission of financial reporting to the European Commission.
- Any other duties appropriate to the role and 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:

- A degree in a relevant subject
- At least five years' relevant work experience to include direct experience of people management, motivation and development.
- Demonstrated track record of business development and stakeholder engagement, ideally in the Marine or Maritime Sectors.
- Proven experience in financial management, in particular budgeting and reporting, to include public sector procurement and contract management.
- Experience of and a demonstrated ability to plan and implement effective project management.
- Experience in client and Stakeholder liaison.
- Ability to communicate effectively and with impact and influence, both verbally and in writing – internally and externally at all levels.
- Demonstrated ability to use initiative.
- The ability to identify and resolve conflict situations in early course.
- Performance orientated with an ability to work unsupervised to deliver agreed targets.
- Higher level experience in the use of Microsoft Word, Excel and PowerPoint.
- Proven report writing skills and an ability to review technical documents.

Ideally Nice to Have / Desirable:

- A post graduate qualification in a relevant discipline.

- Demonstrated public science communication experience.
- A qualification or formal training in the area of leadership or people management
- Full driving licence.

What else do you need to know?

(Special personal attributes required for the role)

- Strong leadership qualities.
- Self-sufficiency and reliable, while being a good team player.
- Demonstrates energy, dynamism and a positive attitude.
- Takes ownership of tasks and is determined to see them through to a conclusion
- Sound judgement, analysis and decision making abilities.
- The ability to manage time effectively and work to deadlines delivering on time.
- Strong interpersonal skills and the ability to communicate effectively at all levels.
- Possess a diplomatic manner, with the ability to resolve issues before conflict occurs.

Description of Service Group: IMDO – The Wider Team

One of the six Service Groups in the Marine Institute, the IMDO was established by Statute in December 1999 and commenced operations in July 2000. The IMDO is responsible for the development of the Irish shipping and shipping services industry under the aegis of the Department of Transport, Tourism and Sport. As part of its remit the office;

- promotes the Irish Maritime sector, including short sea services, ports and education.
- promotes opportunities for international shipping and shipping services companies to set up or expand operations in the Irish market.
- publishes regular market reports and bulletins on the Irish ports and shipping sector.
- Advise the Minister and Department of Transport, Tourism and Sport, on policy related to the Maritime sector.

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

The successful candidate will report to the Director of Irish Maritime Development Office (IMDO).

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 a series of 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, 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: Director of IMDO, staff of IMDO and CEO, Directors, Management and Staff of the Marine Institute.

External: - MaRITeC-X project partners and stakeholders nationally and internationally both public and private sector.

Salary:

Remuneration is in accordance with the Public Sector approved Salary Scale for a Senior Administrator Scale (AP scale) which runs from €75,822-€94,491 on a full time basis per annum pro-rated with time worked. You will commence on the first point of the scale of €75,882 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 or are a member of another Public Sector Scheme

Annual Leave:

Annual leave entitlement for a Senior Administrator 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 successful candidate will be offered a temporary specified purpose contract of employment for up to 13th March 2026, subject to continuation of the programme and related funding. The successful candidate will be on probation for the first 12 months of the 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. All correspondence for this post should quote reference **IMDO/AP/MTX MGR /OCT23**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon Thursday 13th of 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.