

Marine Institute Job Description

Position	Higher Executive Officer – EU Aquarius Project & Programme Coordination & Administration.
Grade & Contract	Higher Executive Officer / Administrator Grade Temporary Specified Purpose Contract for four years up to 29th February 2028 (funded by Horizon Europe AQUARIUS Project).
Service Group	Ocean Climate and Information Services (OCIS)
Location	Marine Institute, Rinvilla, Oranmore, Co. Galway, Ireland 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 Research Vessel Operations section as a Higher Executive Officer supporting the Horizon Europe project AQUARIUS as lead administrator for the Marine Institute, ensuring delivery of MI inputs to the project, and coordination of beneficiaries and work package leaders and with the EU project officer to support overall delivery of project.

The role will require delivery of all of the administrative elements of the project which will include scheduling and arranging project meetings and general assemblies and ensuring all project deliverables are prepared and produced to the required standard. The role will entail completing the reporting effort for the project. The role will also coordinate the activity of Work Package 4 RI Access Facilitation, Management and Governance which will coordinate the implementation of the funded Transnational Access Programme across multiple platforms and infrastructures. This will entail compilation and maintaining of a catalogue of all infrastructures available for TA, coordination of the Transnational Access activity schedule, management and governance of transnational Access projects including all financial aspects monitored, reported and delivered. The MI also have a role in the RI Call Design and Management Work Package, the Dissemination, Exploitation and Communication Work Package and the RI Technical Training package and the role will include delivery of MI inputs to these work packages.

Reporting to the Research Vessel Operations Section Manager, the administrator will be responsible for the provision of regular operational and budgetary summary updates for the project.

What Will You Be Doing Every Day?

Principal Tasks:

- Lead all of the administrative and related projects supports and input to the Aquarius project from the Marine Institute as the lead project partner.
- Responsible for the Access Facilitation, Management and Governance of the AQUARIUS Transnational Access Programme
- Liaise as required with project partners, Stakeholders, infrastructure providers, European Commission and Transnational Access users to ensure access surveys are contracted and related reporting and monitoring is delivered.
- Responsible for delivery of all of the administration and reporting processes for all the principal tasks associated with the Marine Institute taking a coordinating role.

- Delivery of administrative elements of the project including; scheduling and arranging project meetings and general assemblies and tracking that all project deliverables are prepared and produced to the required standard.
- Completion of the reporting effort for the project.
- Reporting to the Research Vessel Operations Section Manager, the administrator will be responsible for the provision of regular operational and budgetary summary updates for the project.
- Support administration and management of external suppliers and consultants.
- Provide administrative support for MI input as required to the relevant work packages within the AQUARIUS project.
- Organise and attend relevant meetings on behalf of the Marine Institute (as defined by the appropriate Section Manager or Director).
- Any other duties relevant to the grade, role and project 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 third level qualification in a relevant subject (e.g. Business or Science).
- A minimum of two years' work experience in a comparable administrative role.
- Experience of coordinating large scale European Funded Infrastructure Access Projects.
- Previous experience in managing Transnational Access schedules to multiple infrastructures.
- Demonstrated ability of managing complex Transnational Access Budgets for large infrastructures in European Projects.
- Proven experience in supporting the development and administering European projects.
- Effective communications skills, in particular a strong proficiency in written communication including the ability to copy, edit and proof read.
- Relevant experience of managing a suite of communications channels such as, e-zines, website and producing associated written content.
- Previous experience in contributing/ production of scientific technical documents or reports
- Experience of co-ordinating and managing business related events/ conferences, large and small scale.
- Effective interpersonal and networking skills.
- A high level of computer literacy (Word, Outlook, PowerPoint, Adobe), knowledge of web based technologies would also be useful.
- A proven background in administration of marine research projects.
- Familiarity with research vessels and research infrastructure.
- Demonstrated ability in administration of budgets and accounts.
- Demonstrated experience in procurement, ideally public sector.

Ideally Nice to Have / Desirable:

- Postgraduate qualification in a relevant field.
- A proven background in coordinating multi-party Transnational Access agreements.
- Track record in education and outreach activities.
- Track record in proposal writing and evaluation
- The ability to be well organised and work to deadlines identifying priorities and manage time effectively.

- A full driving licence.

What else do you need to know?

(Special personal attributes required for the role)

This is an exciting opportunity to work on progressing developments in support of a ground breaking European wide advanced marine infrastructure integration project. This position will start from March 2024, and would suit an adaptable, enthusiastic, and diligent person. You should be:

- Dynamic and reliable.
- Able to work in an organised manner and progress work independently.
- Self-sufficient while being a good team player.
- Able to effectively communicate results in written and audio-visual formats.
- Adept at collaborating with scientists, engineers, and members of a technical team.
- An interest in travel for international conferences and exhibitions.
- Possess a diplomatic manner, with the ability to resolve issues with stakeholders before conflict arises.
- Solutions-oriented with good initiative and problem-solving ability.
- Ability to meet multiple, important deadlines.

Description of Service Group and the Wider Team

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 Climate and Information Services incorporates:

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

Research Vessel Operations (RVOps)

The Research vessel operations team execute the national sea-going programme of strategic research and monitoring to achieve the objectives of all research cruises and ensure the efficient operation and implementation of all survey programmes in the Celtic Explorer and Tom Crean schedules. RVOps aim to continually improve the range of research vessel facilities available to the Irish research community. RVOps are responsible for the RV Observer programme and facilitate contact with foreign research vessel operators and forge strategic partnerships on research vessels through barter exchanges, and co-operative agreements. The team pursue opportunities to charter the vessels to research institutes, government departments and commercial companies throughout Ireland and Europe.

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

The successful candidate will be based at the Marine Institute HQ in Oranmore, Galway and will be a member of the Research Vessel Operations team within the Oceanographic and Climate Services Section reporting directly to the Section Manager of Research Vessel Operations.

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 Marine Institute Performance Management Development System

Contacts:

Within the Marine Institute: The successful candidate will be expected to work on a daily basis with colleagues in the Marine Institute including Research vessel Operations, Oceanographic Services and wider OSIS service area.

External: They will also be expected to be a key Marine Institute contact dealing with colleagues at national and international level. The Candidate will liaise with both project partners and with European Research Infrastructure users and stakeholders.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Higher Executive Officer, with a full time salary scale running from €54,764 - €68,970 per annum, pro-rated with time worked. You will 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:

The annual Leave entitlement for a full time Administrator (HEO) is 29 working days per annum pro-rated to reflect time worked. Annual leave is exclusive of public holidays All annual leave must be approved in advance of being taken by the Research Vessel Manager or their authorised representative and in line with Marine Institute leave policies.

Duration of Contract:

This temporary specified purpose contract of employment will be for a 4-year period up to the 29th February 2028. 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 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 laura.oleary@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/HEO/AQUARIUS/APR24**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon, Friday 19th April 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 (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.