

Marine Institute Job Description

Position	Team Leader– EU Project Delivery Programme Manager
Grade & Contract	Team Leader (Eng II) Grade - Temporary Specified Purpose Contract for four years up to 29th February 2028, (funded under 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 Team Lead supporting the Horizon Europe project AQUARIUS as Project Manager for the Marine Institute delivering the operational aspects of the project and programme and other EU and national projects supporting Research Vessel Operations.

The individual, working together with RVOps/OCIS staff and managers and various partners, will be responsible for supporting the delivery of the overall AQUARIUS Programme. This will require provision of leadership to the AQUARIUS Project Management Team within the Marine Institute, Work Package Leaders and liaison with EC Project Officers. In addition, leading the AQUARIUS Programme they should have the ability to manage financial and technical reports related to Marine Institute reporting and the project as a whole. The role will entail managing multi-stakeholder integration of Infrastructures and activities within the project including planning, organising and managing the launch of the Transnational Access Programme at the AQUARIUS Brokerage event. In addition, the role will entail representing the project, infrastructures and the Marine Institute on various committees, networks and working groups. 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 Team Leader will be responsible for planning, development, implementation and operation of the necessary activities for the AQUARIUS project and assist in supporting and developing new R&D projects/programmes and related value-added activities.

What Will You Be Doing Every Day?

Principal Tasks:

The principal tasks will be to manage the day to day activity across the EU funded projects, specifically:

- provide ongoing leadership, support to the project team within the Marine Institute to ensure successful delivery of the AQUARIUS Project
- Liaise as required with Work Package Leaders in supporting and ensuring the goals and objectives of the project are met.
- provide the multidisciplinary expertise necessary to contribute to the coordination of the current and proposed EU and national projects and ensure a strong alignment between national, international and EU activities in this area.
- procurement of goods and services as required in support of the AQUARIUS Project.

- foster and facilitate a collaborative approach to the integration of Infrastructures and activities within the project to deliver a more cohesive European Research Area for the Marine Sector
- participate as required in liaison with Government Bodies, European Commission, Networks, Working Groups, Research Centres and universities both national and international as required to meet the goals of the project.
- attend relevant meetings on behalf of the Marine Institute (as defined by the appropriate Section Manager or Director).
- work with OCIS and EU project support staff to ensure financial, reporting and administrative deadlines are met for the projects.
- assist in the management of the administration and reporting processes for all the principal tasks listed above.
- Assist with general RVOps workload relating to these projects, including RV procurement process and structures
- any other duties as relevant to the position and grade

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 minimum of a degree in a relevant scientific or technical subject.
- A minimum of 3 years post qualification work experience in a marine research or marine research infrastructure operations environment.
- In depth knowledge and understanding of the European Marine Research Infrastructure landscape, structure and scientific integration.
- Experience in developing and delivering EC or Industry- funded projects.
- Demonstrated ability in management including people, budget and accounts.
- The delivery of technical projects / service outputs.
- Familiarity with providing oceanographic services to marine sectors.
- Demonstrable experience of building positive and effective relationships with a wide range of stakeholders including across Government, European Commission, National and International Networks, Boards and Working Groups.
- Experience of reporting and client liaison
- Experience of public sector procurement procedures
- Effective communicator with other teams and organisations.
- The ability to communicate effectively both in writing and verbally at all levels.
- Proven collaborative skills including team working and wider project outreach and networking.
- The ability to work unsupervised with demonstrated ability to use initiative.

Ideally Nice to Have / Desirable:

- Postgraduate qualification in science or engineering.
- 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 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 Team Leader, with a full time salary scale running from €69,518 - €84,778 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:

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:

This temporary Specific 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 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/TL/AQUARIUS/FEB24**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **Close of Business Monday 18th March 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.