

## Marine Institute Job Description

<b>Position</b>	<b>Administrative Assistant (Executive Officer) - Our Shared Ocean Half-Time Post</b>
<b>Grade &amp; Contract</b>	<b>Temporary Specified Purpose Contract up to 31<sup>st</sup> December 2026. (Funded by the Department of Foreign Affairs/ Irish Aid)</b>
<b>Service Group</b>	<b>Policy, Innovation and Research Support Services (PIRS)</b>
<b>Location</b>	<b>Marine Institute, Rinville, Oranmore, Co. Galway</b> The Marine Institute has a Blended Working Policy in Place.

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

This important role supports our organisation in delivery of its essential work programmes. This role provides candidates with the opportunity to work in a diverse organisation which invests in and celebrates its people.

The successful candidate will work with the Our Shared Ocean Programme Manager and the Research Funding Office team in PIRS as an Administrative Assistant (Executive Officer), with primary responsibility for supporting financial and administrative management for the research programme *Our Shared Ocean* funded by Irish Aid within the Department of Foreign Affairs (DFA).

The successful candidate will be responsible for liaising with Grantees (Higher Education Institutes, Non-Governmental Organisations, Non-Profit Organisations, Public Research Bodies, Industry professionals), internal and external scientific researchers, senior staff and management to administer the financial reporting process, to deliver timely drawdown of research funds while ensuring compliance with financial and audit requirements. The candidate will ensure that the project technical requirements are also met.

In addition, the candidate will work with the Our Shared Ocean Programme Manager and researchers to promote and disseminate research outputs and publications.

### What Will You Be Doing Every Day?

#### Principal Tasks:

- Provide administrative support to researchers in managing their funded research projects. Support functions may include, inter alia, guidance on eligible pay and non-pay costs; assistance with completion of financial reports including budget reallocations; ensuring compliance with the Grant Agreement and the DPER circular on Grant Management; verifying claimed expenditure; assisting with financial verifications; preparing payment requests for approved expenditure; assisting with financial planning and reporting.
- Working with grantees to compile and submit financial reports, including follow-up to ensure that financial and technical reports are received and documented on time.
- Track project expenditure, and provide management with updates as appropriate.
- Liaise with grantees finance offices to obtain the required backup documentation for the verification of costs claimed.
- Ensure research grant accounts and records are updated, archived, and retained for the

appropriate time to ensure audit compliancy.

- Provide support for research grant meetings, workshops and conferences as required.
- Assist with ensuring that research grant outputs and reports are received, disseminated and published.
- Assist with maintenance of website, updating articles, events and promotion of the programme through monthly newsletter and social media channels.
- Assist with procurement for external services as required for the programme.
- Support internal, external and virtual events including conferences / work-shops.
- Provide administrative support as requested by the Our Shared Ocean Programme Manager.
- Any other duties suitable to the role and grade 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 third level qualification in a relevant discipline.
- Demonstrate at least 18 months of post qualification work experience ideally to include project management, project support and / or financial tracking & reporting
- Very strong organisational and administration skills with proven attention to detail.
- Well-organised with demonstrated experience in working to deadlines, managing multiple priorities and time effectively.
- Demonstrated ability in detailed financial reporting and record keeping.
- Excellent customer service skills.
- Good verbal and written communication skills.
- Demonstrated familiarity with research grant funding programmes.
- Good working knowledge of IT systems and of relevant online data and information sources.
- Very high level of computer skills including MS Office, in particular Excel, Word and PowerPoint.
- Experience of supporting meetings, conferences and events.
- The ability to work unsupervised and to work well with others.

#### **Ideally Nice to Have / Desirable:**

- Experience in financial reporting for research funding programmes.
- Experience of supporting audits on research grants.
- A formal qualification in administration.
- Experience in use of multi-media for promotion of Our Shared Ocean across new or existing dissemination channels.

#### **What else do you need to know?** (Special personal attributes required for the role)

- An ability to work in an organised manner and progress work independently.
- Demonstrate energy and a positive attitude.
- Bring a solutions focus, initiative and ideas.
- Be reliable and flexible.
- Strong communication & interpersonal skills.
- An ability to remain calm under pressure, and respond quickly to changing demands.

- Demonstrated ability to effectively prioritise multiple outputs and manage time to deliver outputs on schedule (including multiple equally important deliverables).
- Approaching work in a careful and methodical manner, always displaying accuracy, even when conducting routine and repetitive work.

## Description of Service Group and the Wider Team

Policy, Innovation and Research Support (PIRS) plays a key role in supporting and promoting marine research and innovation within the Marine Institute, and at national and international level. PIRS works collaboratively to implement key aspects of the MI Strategy, Building Ocean Knowledge, Delivering Ocean Services, with relevance across all parts of the strategy and particularly focused on achieving the goals of Strategic Focus Areas 3 (Research & Innovation).

At the national level, PIRS coordinates the development of advice and input on behalf of the MI to national research strategies and policies.

PIRS leads and coordinates MI participation in a range of international science policy fora aimed at advancing the MI and Ireland's international research collaborations and influencing the international research agenda. On behalf of the MI, PIRS provides a range of services to the Irish marine and maritime research community to maximise the national success rate in winning international research funding.

A key role of the Service Area is to manage the circa €7m per annum in competitive grant-aid funding awarded under the Marine Research Programme. In tandem with this PIRS promotes MI-funded and other national marine and maritime research to raise the profile and awareness of Marine R&I activity in Ireland and internationally.

As part of Ireland's international commitments to Small Island Developing States (SIDS), the Our Shared Ocean Programme has been established to build strategic research partnerships and support capacity-building initiatives in these island nations. The programme is funded by Irish Aid, within the Dept. of Foreign Affairs (DFA) and administered and managed by PIRS within the Marine Institute. Total funding of €3.8 million over five years (2022 – 2026) supports Research Grants through competitive calls under various funding instruments. The efficient management of successful projects and their effective promotion is a high priority for the programme.

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

The successful candidate will be based at the Marine Institute Headquarters in Rinville, Oranmore, Co. Galway and will report to the Our Shared Ocean Programme Manager.

## 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:

**External:**

Irish Aid, Department of Foreign Affairs, researchers based in Higher Education Institutes, Non-Governmental Organisations, Non-Profit Organisations, Public Research Bodies, Industry professionals (both National & International) across a range of sectors including marine, environmental, climate, policy & financial.

**Within the Marine Institute**

Our Shared Ocean Programme Manager, Research Funding Office Manager, wider PIRS team including International Programmes and PIRS Director.

**Salary:**

Remuneration is in accordance with the Public Sector, Executive Officer approved Salary Scale for Administrative Assistant which runs from €34,562-€56,969 on a full time basis per annum pro-rated with time worked. You will commence on the first point of the scale €34,562 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 an Executive Officer is 23 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:**

This temporary specified purpose contract of employment will be for the period up to the end of December 2026. The successful candidate will be on probation for the first six 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](mailto: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 **PIRS/AA/OSO/FEB24**

### **Closing date for Applications:**

All applications for this post should be received by the Marine Institute in advance of **12 noon on Wednesday 28<sup>th</sup> February 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.**