

## Marine Institute Job Description

<b>Position</b>	<b>Corporate Services Programme &amp; Procurement Support - Administrative Assistant CS &amp; OCIS</b>
<b>Grade &amp; Contract</b>	<b>Administrative Assistant Grade (Executive Officer) – Temporary Role up to December 31st, 2029</b>
<b>Service Group</b>	<b>Corporate Services / Ocean Climate and Information Services (OCIS)</b>
<b>Location</b>	<b>Marine Institute, Rinville, Oranmore, Co. Galway (We have a Blended Working Policy in Place)</b>

### Who will you work with and what will the role involve?

This Tendering and Procurement Administrative support role will work within the Corporate Services Group, providing critical support to the Procurement and Tendering Coordinator and the OCIS group in the areas of Procurement, Tender and Contract Management.

The successful person will support the tendering and procurement processes; assisting with the Contracts Management systems; and the provision of related governance, audit, compliance and finance supports.

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

### What will you be doing every day?

#### Principal Tasks:

The successful person will be responsible for supporting the Procurement Coordinator, Finance and the wider Corporate Services and OCIS teams in delivering the following:

#### **Tendering & Procurement**

- Under the guidance of the Procurement Coordinator, liaise with all OCIS teams to identify need, compile the annual procurement plan and provide guidance to contract managers and OCIS administrators as to as to procurement approach, deadlines and templates to use.
- Act as OCIS point of contact for procurement requirements and provide support in the drafting of any required paperwork, where a designated administrator is not already in situ for the team/project.
- Review draft documentation prepared by team/project administrators and assist Manager / Author of Tenders to ensure that the required paperwork and records are in order, in particular copies of all documentation relating to the process.
- Attend OCIS tender evaluation meetings to provide guidance on documentation of the process and support the contract owner in drafting that documentation where a designated administrator is not in place for the team/project.
- Maintain an accurate register of all Tenders.

- Upload approved Tenders to the e-tenders Website. Assist with review of queries including requests to avail of procurement exemptions to ensure compliance with procurement regulations.
- Assist with updating of relevant procurement policies and procedures and internal dissemination of training and other procurement related material.
- Support the OCIS Director and Managers in the drafting of the procurement aspects of Board Papers or other business cases for approval.

#### **Contracts Management – Cross service area**

- Drafting and issuing contracts.
- Ensure that contracts issued have met all relevant procurement procedures.
- Keep an accurate register of all Contracts.
- Contract coordination, finance reporting, contract management and communications actions and administrative support relevant to this role.

#### **Governance, Audit & Finance Support – Cross service area**

- Ensure Contract and Tender information is uploaded to the Finance system as required for the issuing of Purchase Order numbers and in line with relevant policies and procedures.
- Maintain a central register of all procurement related approval memoranda and minutes in line with procurement and governance requirements.
- Assist with audit preparation and the collation of relevant documents and paperwork, including the collation of procurement, payroll and payments data for audits and annual reporting.
- Support with any other governance or regulatory administrative requirements as may arise from time to time.
- Any other duties relevant to the position and appropriate to the 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 relevant qualification in Business Administration in a similar administrative area.
- At least 18 months of relevant work experience in a busy administrative environment (ideally to include experience in procurement).
- Demonstrated ability in record keeping, ideally including procurement, contract and/or financial records.
- Strong administration skills with good attention to detail and high accuracy levels.
- Direct relevant experience in managing multiple deadlines and deliverables.
- The ability to work unsupervised and as part of a team.
- Effective numerical and literacy skills.
- Experience in the use of relevant I.T. packages.
- Strong customer service skills.
- The ability to communicate in writing and verbally at all levels.

### Ideally nice to have / desirable:

- Accounts Technician, relevant Third Level or relevant public procurement qualification.
- Proven experience with governance and auditing.
- Understanding of public procurement.
- Experience in the use of a financial accounting/ERP system and reporting software. The Institute uses Microsoft Dynamics Nav.
- High level of proficiency in use of I.T. Products relevant to collaboration E.g. Microsoft Teams, Loop, OneNote. Previous relevant experience of working in the public sector.
- Knowledge of data protection and GDPR as it applies to procurement functions.

### What else do you need to know?

#### (Special personal attributes required for the role)

- An ability to work in a highly organised and planned manner and to progress work independently, managing time effectively to deliver multiple outputs on time.
- Dynamic and reliable.
- Ability to work diplomatically in resolving issues with team and customers.
- Solutions-oriented with good initiative and problem-solving ability.
- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion.
- Possesses sound, balanced judgement and strong analytical abilities.
- Experience in collaborating with members of a diverse team.
- Strong interpersonal skills and the ability to communicate effectively at all levels.
- The ability to remain focused when multiple important deadlines coincide.
- Self-sufficient, while being a good team player.
- Ability to effectively communicate in written and audio-visual formats.

### Description of service group and the wider team

The **Corporate Services** Function includes Governance, Human Resource, Finance, Facilities, Sustainability Management, Procurement, Library, Data Protection and Communications Services. The Team's contribution enables and supports Colleagues across the Institute in their delivery of scientific, research, development and other services. The work performed in Corporate Services is essential to:

- Ensure that our governance structures have a focus on fairness, transparency, inclusion. ethical conduct, compliance and responsible and fair procurement, and value for money for the state and public.
- Manage facilities and operations to minimise our impact on the environment.
- Attract and retain high calibre staff and empower and support Marine Institute Colleagues to deliver excellence.
- Engaging, informative communication in a way that inspires our stakeholders and society.

The mission of **Ocean Climate & Information Services (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

### Who will you report to / Who will manage and support you:

The successful candidates will report to the Tendering and Procurement Coordinator in Corporate Services. A Buddy and Mentor are available to be assigned to the successful candidate.

### What we offer

The Marine Institute has many high-performing, talented and diverse teams and colleagues who are committed to, and passionate about, the work that we do. We are building a workplace and workforce for the future; one that is evolving with changing work practices, employee expectations and service needs. We aim to be an employer of choice, attracting high-calibre staff, retaining existing team members, and fostering an environment where they feel supported and enabled to innovate and deliver our services with excellence. We are a workplace where an agile, diverse, motivated, and valued team delivers service with excellence. This is driven by a culture of collaboration, wellbeing, innovation and continuous development, aligned with our vision and mission, and enabled through living our values.

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 will help them to develop professionally. These include personal and career development supports, work/life balance policies, an employee assistance programme, “Bike to Work” Scheme, staff medicals and annual flu vaccination.

This role requires at least three days a week on site. Elements of this role may be performed off-site, and it is expected that the individual will work with their manager to agree same, in accordance with the Marine Institute blended working policy.

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 (PMDS).

### Contacts:

**Within the Marine Institute:** Procurement Coordinator, Director of Corporate Services & Director of OCIS, Finance Team Lead, OCIS teams and Colleagues, CEO, Directors, Section Managers and Staff of all Service Groups.

**External:** Office of the Comptroller and Auditor General, Other External and Internal Auditors, Procurement Advisors and suppliers.

### Salary:

Remuneration is in accordance with the Public Sector, Department of Finance, DPENDR approved Salary Scale (as at March 2025) for Executive Officer / Marine Institute Administrative Assistant grade which runs from €37,544 to €60,611 gross per annum. This role will commence on the first point of €37,544 per annum pro-rated with time worked. You will become a member of the Single Public Service Pension Scheme if you are not currently a member of a public sector pension scheme (or have not been a member in the past six months).

### 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:

These temporary specified purpose contracts of employment will run for up to December 31<sup>st</sup> 2029 subject to funding continuing and being available from the externally programmed monies funding this support role.

The successful candidates will be on probation for the first 6 / 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) and other Government Departments and Bodies. 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 **CS/PPOCIS-AA/MAY25**

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

All applications for this post should be received by the Marine Institute in advance of **12pm noon, 2<sup>nd</sup> of May 2025**. 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.**