

Marine Institute Job Description

Position	Administrative Assistant (Executive Officer) - OKEANO CSA
Grade & Contract	Temporary Specified Purpose contract for a duration up to 28th February 2027 (Funded by the European Commission) Executive Officer (EO) Grade
Service Group	Policy, Innovation and Research Support Services (PIRS)
Location	Marine Institute, Rinville, Oranmore, Co. Galway 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 PIRS Service Area as an Administrative Assistant supporting the OKEANO Manager, with primary responsibility to deliver the Marine Institute's tasks and roles as a coordinator of the OKEANO CSA project which is funded by the European Commission. Reporting to the OKEANO Manager and the Director of PIRS, the Administrative Assistant will be responsible for communication with partners, internal and external stakeholders and the European Commission to deliver the project. The MI has responsibility for providing a secretariat to the AAORIA and the Steering Committee which consists of the OKEANO Manager and work package leaders and their institutes.

The secretariat, working with and on behalf of the management team, will assist and provide the European Commission with logistical, scientific, and technical support in facilitating its dialogue with AAORIA partners and stakeholders.

The Administrative Assistant will assist the OKEANO Manager by tracking and reporting the progress of all work packages in the project. In addition, under the guidance of the OKEANO Manager the Administrative Assistant will work independently to provide Coordination, Communications & Administrative support to the Project. This will include financial reporting, support for technical reporting, the organisation of annual All Atlantic Forums and networking events and liaising with a wide range of interested parties.

What Will You Be Doing Every Day?

Principal Tasks:

- Provide day-to-day support to the administration and management of the OKEANO project, including tracking and reporting of OKEANO tasks, deliverables and milestones, as a key part of the OKEANO project coordination team.
- Engage with and respond to requests from the European Commission Services in relation to the requirements of OKEANO to support the All-Atlantic Ocean Research & Innovation Alliance (AAORIA).
- Support and manage an effective and efficient internal communications for the OKEANO project consortium, engaging proactively with the project partners and the EC Commission Services.
- Support the OKEANO project manager and coordinator in the implementation of all tasks under MI leadership including WP1 (project coordination) and WPs 6,7 &8 (AAORIA Annual Forums).

- Provide input and support on behalf of the coordination team to other key functions of the OKEANO project and their respective consortium leads, including project/AAORIA communications (WP5), Stakeholder Engagement (WP2), activities in support of ECOPS (Early career ocean professionals), and R&I strategy (WP4).
- Support the OKEANO Manager in the provision of a secretariat support to all Work Packages and deal with all legal, contractual, ethical, financial and administrative matters.
- Support the OKEANO project Manager and WP2 leader in the ongoing process of engagement with national, European and international stakeholders in AAORIA and the OKEANO CSA.
- Provide support as required to the higher governance levels of the AAORIA, including the OKEANO Steering Committee, High-Level Board and the broader partnership, including the organisation of annual All Atlantic Forums.
- Any other duties relevant to the role and grade that may arise from time to time as assigned by the OKEANO Manager and the Director of PIRS.

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 or science related discipline, and relevant experience.
- At least 18-months of relevant work experience in a busy administrative environment (ideally to include experience supporting projects and event organisation).
- Strong administration skills with good attention to detail.
- The ability to be organised and work to deadlines.
- The ability to work unsupervised and as part of a team.
- Effective numerical and literacy skills with a high level of accuracy and attention to detail.
- Experience in the use of relevant I.T. packages including web-based software, online meetings software, updating websites and producing publicity materials.
- Strong customer service skills.
- The ability to communicate in writing and verbally at all levels.
- Willingness to travel on a regular basis in Europe and internationally.
- The ability to obtain a visa to travel and work in all the countries in which participating partners are located.
- Demonstrated experience in the use of standard MS Office software packages to include the use of Excel, Word and PowerPoint to a high standard of expertise.

Ideally Nice to Have / Desirable:

- A postgraduate degree in a relevant area of science or business.
- Knowledge of/experience of national/international research programmes and relevant ocean science/policy initiatives.
- Experience of working with European/international partnerships.
- Knowledge of/ experience with project financial management.

What else do you need to know?

(Special personal attributes required for the role)

- Strong communication and interpersonal skill, demonstrating a high level of administrative skills in advancing project or programme goals.
- Able to work in an organised and manner and progress work independently, whilst being an effective team player;
- Demonstrated leadership skills and experience combined with energy and a positive attitude;
- Bring a solution, impact-oriented focus, applying personal initiative and ideas;
- Be reliable, flexible and able to remain calm under pressure;
- Ability to effectively prioritise multiple outputs and manage time to deliver outputs on schedule (including multiple equally important deliverables).

Description of Service Group and the Wider Team

PIRS provides a range of services, promotional and coordination activities linked to MI, national and international research and innovation across several programme areas including:

- Competitive Marine Research Funding Programme
- MI Research Coordination and Support Services
- Research & Innovation Coordination, Policy and Strategy (national and international)
- Policy Support and Socio-economics, Data and Evidence Programme
- Sustainable Blue Economy Partnership and Blue Bioeconomy Programme
- Our Shared Ocean Programme (DFA funded programme on Small Island Developing States, SIDS)
- Horizon Europe Coordination and Support Actions (OKEANO and BlueMission AA)

The overall aim of PIRS is to increase national coordination, promotion and support for marine research & innovation and also raise the capacity and research performance of the Marine Institute, positioning Ireland as a leader in ocean knowledge, and enhancing our international impact through Atlantic Ocean research initiatives. PIRS also provides analysis, advice and services in integrated maritime policy and marine socio-economics supporting national governance goals in marine management and sustainable development of the blue economy.

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, *Ocean Knowledge that Informs and Inspires*, with relevance across all parts of the strategy and particularly focused on achieving the goals of the strategic priority, Delivering Impactful Research and 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 also provides a national coordination role in respect of marine research and innovation, primarily through the establishment and implementation of successive national marine R&I strategies and associated implementation structures.

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. 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.

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 OKEANO Project 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:

Within the Marine Institute: OKEANO Project Manager, PIRS Director, PIRS team members, MI Senior Management Team, Corporate Services, Research and Systems Accountant and liaison with other teams throughout the Marine Institute (as required).

External: European Commission, OKEANO project partners, OKEANO High Level Board and Steering Committee.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Administrative Assistant (Executive Officer Grade) which runs from € 36,044 - € 58,834 on a full time basis per annum pro-rated with time worked. You will commence on the first point of the scale €36,044 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 Administrative Assistant (Executive Officer Grade) is 23 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 period up to the 28th of February 2027. The successful candidate will be on probation for the first 6 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 **PIRS/AA/OCEANO/AUG24**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12pm noon, 27th of August 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.