

Marine Institute Job Description

Position	Tendering and Procurement Coordinator
Grade & Contract	HEO / Marine Institute Grade Administrator Temporary Specified Purpose Contract up to the 2nd of September 2028 (Career Break Cover)
Service Group	Corporate Services
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 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.

The Tendering and Procurement Coordinator will work within the Corporate Services Department from the Marine Institute Headquarters in Rinville, Oranmore, Co. Galway, providing critical support to the Marine Institute Service Groups in the areas of Procurement and Tender Management.

What will you be doing every day?

Principal Tasks:

The successful candidate's duties will include:

Procurement Policy & Procedures

- Develop and maintain the Marine Institute Procurement Policy and Procedures ensuring compliance with Irish and EU public procurement rules, guidelines and regulations.
- Implementation of Office of Government Procurement and any other guidance as to best practice.
- Liaison with service areas to ensure usage and roll out of Office of Government Procurement Frameworks.
- Support Director of Corporate Services in any aspects of compliance with the Governance standards within the Code of Practice for Governance of State Bodies insofar as associated with this role.
- Review existing work practices, policies and procedures in the procurement area to identify opportunities for improvement and lead the implementation of any required change initiatives.

Procurement Process & Management

- Provision of guidance to contract managers within service areas on planning of tenders and compliance with procurement rules (through to contract award).
- Ensure compliance with national and EU procurement requirements in our contracting approach.
- Review of national and EU tenders in advance of issue and provision of feedback to service areas thereon.

- Support the tendering cycle, advising on documentation in line with public sector and Marine Institute procurement rules to overseeing publication of tenders, dealing with queries from service areas or tenderers, liaising with internal support and colleagues to advise on evaluations and issue of award letters. Oversight of e-tenders' requirements.
- Co-ordination and issue of any tenders for which the Director of Corporate Services is the Contract Manager.
- Co-ordinate specialist procurement advice required from legal or other advisors.

Procurement Administration

- Support the Director of Corporate Services in the review of spend approval requests at Executive level and in the review of submissions of spend for Board approval.
- Preparation of procurement updates for inclusion in Board, Audit Committee and <Management reports as required.
- Act as contact for Internal and External auditors on procurement, tender and contract related matters.
- Ensure that relevant procurement registers and document records are maintained, accurate and compliant with legislation to support reporting structures and audit of records.
- Ensure accurate information on Marine Institute intranet and website with regards procurement and Freedom of Information relating to tendering and contracts.
- In collaboration with service areas, develop and maintain a framework of regular contract and performance reviews with service providers.
- Maintain a schedule of procurement requirements in line with contract expiry dates.
- Coordinate annual update of procurement policy and plans.

Other

- Management and oversight of the Procurement team in the performance of procurement and other governance activities.
- Provision of tender and procurement training to the organisation.
- Support teams in assessment of value for money.
- Other Governance or Finance related tasks that may be delegated by the Director of Corporate Services from time to time.
- Any other duties relevant to the role and grade that may arise 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 third level qualification or educational record E.g. Business Degree or Accountancy Qualification with a procurement, financial or governance component.
- A minimum of two years relevant experience working in Procurement, Purchasing, Finance, or Governance (preferably within a public sector procurement office).
- Demonstrated relevant experience in managing staff within a similar team.
- The ability to communicate effectively at all levels both verbally and in writing.
- Demonstrated experience and knowledge of working with and ensuring compliance with public procurement guidelines and relevant Code of Practice Requirements
- Industrious, decisive, have a proven ability to use his/her own initiative while at the same time working well as a team player.
- High level of accuracy and attention to detail.

- Confident and assured in explaining requirements to others and ensuring compliance with Institute policies and procedures.
- Ability to or demonstrated experience liaising with auditors.
- Relevant experience in the use of standard MS Office software packages to include the use of Excel and Word to a high standard of expertise.
- Demonstrated planning, organisational and time management skills to ensure the delivery of projects and day to day tasks within tight deadlines.
- The ability to multi-task and adapt to changing priorities.

Ideally nice to have / desirable:

- A minimum of five years of relevant experience in the application of public sector procurement rules (preferably within a public sector procurement office).
- Specialist qualifications in procurement practices.
- Experience of ERP and contract management systems.
- Experience in budget management.
- Experience in project management.

What else do you need to know?

(Special personal attributes required for the role)

- Demonstrates energy, dynamism and a positive attitude.
- 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.
- Possess a diplomatic manner, with the ability to resolve issues before conflict occurs.
- An ability to work in an organised manner and progress work independently, managing time effectively to deliver multiple outputs on time.
- The ability to remain focused when multiple important deadlines coincide.
- Solutions orientated with excellent initiative and problem-solving skills.
- 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.

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

The successful candidate will report to the Director of Corporate Services.

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.

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:

Director of Corporate Services, Corporate Services Management Team, CEO, Directors, Section Managers and Staff of all Marine Institute 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 approved salary scale for Higher Executive Officer Administrator (HEO) which runs from €57,122-€71,939 on a full-time basis per annum pro-rated with time worked. You will commence on the first point of the scale at €57,122 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 a HEO – Higher Executive Officer Administrator is 29 days per annum. Annual leave entitlement for this position will be pro-rated in accordance with the duration of the contract awarded. Annual leave entitlements are exclusive of public holidays and is managed using the time and leave management system and policies in place in the Marine Institute.

Duration of contract:

This temporary specific purpose contract of employment will be for a period of up to September 2nd, 2028, providing career break cover. The successful candidate will be on probation for the first 9 / 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) 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 or posted to Human Resources at the Marine Institute, Rinville, Oranmore, Galway, H91 R673. All correspondence for this post should quote reference **CS/PROC-HEO/DEC24**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon on the 13th of January 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.