



Marine Institute Job Description

Position	Programme Coordinator EMFAF Marine Biodiversity & Marine Knowledge Scheme Support & Outreach
Grade & Contract	Temporary specified purpose contract (HEO / Administrator Grade) for a maximum duration of 54 months / End 2027 (EMFAF/DAFM Project - <u>MB/2023/02</u>). Subject to programme needs there may be a 12-month continuation to end 2028.
Service Group	Fisheries Ecosystems Advisory Services (FEAS)
Location	Marine Institute, Oranmore, Co. Galway, Ireland. (noting that we have recently introduced our blended working policy which may apply to this role).

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

The Higher Executive Officer (HEO) will provide Technical and Outreach assistance to FEAS, the Marine Institute and DAFM to support the implementation and reporting requirements under the EMFAF Marine Biodiversity and Marine Knowledge Schemes, co-funded under the European Maritime Fisheries and Aquaculture Fund (EMFAF 2021 to 2027). Activities will include technical and project management support to project leaders; synthesis of scientific information for reporting and outreach; support with mapping and analysis of scientific data; dissemination and communication of information related to the two Schemes and their individual projects; manage an outreach activities programme; compilation of scientific and financial data from projects funded under the EMFAF and will provide support with financial planning, tendering and procurement processes.

The Marine Institute is responsible for the implementation of the Marine Biodiversity and Marine Knowledge Schemes, which are part of Ireland’s Operational Programme (OP) 2021-2027. This is funded under Union Priority Area 1 of Art 14(1)(f) Contributing to the protection and restoration of aquatic biodiversity and ecosystems, Union Priority Area 2 of Art 26 1(a): promoting sustainable aquaculture activities, especially strengthening the competitiveness of aquaculture production, while ensuring that the activities are environmentally sustainable in the long term and Union Priority Area 4 of Art 31, interventions that contribute to strengthening sustainable sea and ocean management through the promotion of marine knowledge, maritime surveillance or coast guard cooperation and Art 32: Support granted to achieve the specific objective referred to in Article 31 of this Regulation through the promotion of marine knowledge shall contribute to actions aiming to collect, manage, analyse, process and use data to improve the knowledge on the state of the marine environment.

The objectives of the OP, as set out in the EMFAF OP, are to promote good fisheries and aquaculture management and to protect biodiversity in marine habitats in order to support implementation of the Common Fisheries Policy and compliance with the Habitats and Birds Directives (Natura 2000) and the Marine Strategy Framework Directive. Regular reporting of scientific output and expenditure to the Managing Authority in DAFM is required under the Scheme. Outreach is an important aspect of EMFAF and the Marine Institute is engaged in a programme of activities to inform and disseminate project details and outputs of the EMFAF funded projects to stakeholders



and the general public including a dedicated website at <https://emff.marine.ie/> and https://oceans-and-fisheries.ec.europa.eu/funding/emfaf_en.

This position requires a background in marine, or a related science, good organizational, administration and financial skills, IT skills, team management with the ability to support a number of projects led by different project leaders and with different project partners, and dissemination of scientific information to a range of different audiences including non-technical.

What Will You Be Doing Every Day?

Principal Tasks:

The principle tasks of the project are to support co-ordinated management, reporting (financial, performance and technical) and outreach of EMFAF funded marine biodiversity and marine knowledge projects under the following:

- a) **Programme Management Support:** Co-ordination of financial and reporting obligations for the EMFAF Marine Biodiversity and Marine Knowledge Schemes, linking between Marine Institute management and project leads and between the Marine Institute and DAFM EMFAF Management Authority. Coordination support to MI and DAFM management on the final drafting and publication of the Seafood Operational Programme, Scheme Implementation Plans, submissions of projects for approval, resubmissions of projects approved in principle for final official approval and drafting and submission of Phase 2 and other new projects. Ongoing oversight of projects in conjunction with the Project Leads and Programme Management to manage eligible costs, and to co-ordinate resubmissions of projects for approvals of changes, such as items to be funded, changes in costs and changes in timelines.
- b) **Outreach and dissemination:** management of a programme of outreach through a variety of media including webpage, brochures, presentations and videos to disseminate project and scheme outputs to different audiences. The target audience includes policy makers in a range of government departments, stakeholders, scientists and the general public. Events, such as the Irish Skipper Expo, SeaFest or equivalent, technical workshops and multimedia, such as webinar events, will also be utilized for raising awareness, creating discussion and disseminating information.
- c) **Technical Support** to Marine Biodiversity and Marine Knowledge projects, and OP management (MI, DAFM, DHLGH), for data compilation and mapping, visualization and GIS, support for project submissions, outputs and reporting, assistance with general mapping of spatial data and management of spatial layers with particular reference to NATURA, MSFD, MPAs and Fisheries/Aquaculture interactions. Specific support will be required for the Operations of Strategic Importance (The Crayfish Restoration Project and the Marine Knowledge Scheme) to meet the obligations to the EU.
- d) **Programme Supports;** working with other Managers and management and project leads preparing new project proposals, drafting, formatting and publication of reports and documents, organisation of meetings, webinars and events; coordinating EMFAF reporting requirements, providing support to the Marine Institute and the Management Authority (DAFM); support for the financial administration, running the quarterly prefunding model, procurement and reporting of projects, end of year and end of project/OP financial and other EMFAF Indicator Reporting.

The HEO will lead on all four of these project aims, co-ordinating between individual EMFAF project leaders, the EMFAF Section Manager and management team within the Marine Institute, MI Senior



Leadership and finance section and externally with the DAFM EMFAF team. Linkages will also be maintained with relevant sections in DHLGH and NPWS.

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 in a science/marine science or related field.
- A minimum of 2 years' relevant post qualification work experience working in a relevant role
- High levels of I.T. skills to include Microsoft Word, Excel, PowerPoint and Outlook;
- Experience with Geographic Information Systems (GIS) and ideally the management and analysis of spatial data;
- Experience in data handling (QA/QC) and analysing relevant marine data;
- Proven report writing skills;
- Previous experience in coordinating technical support to scientific programmes;
- Previous experience responsibility for coordinating in assisting with the collation of scientific and or technical reports;
- Demonstrated experience in translating scientific/technical information to for and presenting to a non-technical audience;
- Demonstrated ability to communicate effectively both in writing and verbally to different audiences including non-technical,
- Good Effective numeracy skills and demonstrated experience in tracking and coordinating and tracking budgets and complex programme finances; ideally in a public sector environment.
- Some demonstrated knowledge / experience in public procurement.
- Experience in organising and supporting meetings, events and/or outreach activities.
- Experience at collaborating with others through scientific expert groups or research.
- Effective organisation and administration skills
- Good time management and the ability to prioritise and meet deadlines
- The ability to work unsupervised and as part of a team.
- Full, clean driving license.

Ideally Nice to Have / Desirable:

- Knowledge of the marine sector in Ireland.
- Knowledge and interest in current marine biodiversity and climate change issues and the legal framework to protect marine biodiversity in Ireland.
- Possess basic programming skills to extract and analyse data from databases and interface with GIS such as R, SQL. and Python.
- Familiarity with a range of ESRI data management and GIS analysis tools.
- Experience in electronic reporting using online upload facilities and/or databases.
- Experience of updating websites and/ or intranets.
- Experience in project management.
- Experience in supporting accounts preparation.

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



- Dynamic and reliable.
- Ability to work independently and to be self-sufficient, while being a good team player.
- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion.
- Demonstrated ability to review and disseminate high volumes of data and information with accuracy and in a timely manner.
- 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 including an ability to work with and effectively communicate with marine stakeholders.
- 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.
- Resilient with the ability to remain focused when multiple important deadlines coincide.
- Solutions orientated with excellent initiative and problem solving skills.
- Effective organisation and administration skills, to include procurement experience.
- Demonstrated ability to use initiative.

In addition to the above, the Key Competencies for effective performance at this level are detailed in Appendix I

Description of Service Group: Fisheries Ecosystems Advisory Services (FEAS) – The Wider Team

Currently, FEAS consists of over 90 scientific, technical, post graduate and administrative staff under the directorship of Dr Ciaran Kelly. The Service group operates a significant part of their services from the Marine Institute headquarters in Oranmore, Co Galway with additional port-based facilities and a major research facility at Newport, Co Mayo. The mission of FEAS is “to research, assess and advise on the sustainable use of marine fisheries resources”.

FEAS provide integrated advice and scientific support for the Irish government (principally the Department of Agriculture, Food and the Marine DAFM) on marine fisheries ecosystems related issues. A key output of FEAS is the annual Stock Book and the annual Shellfisheries Stock Book. These provide the latest assessments and scientific advice for the resources exploited by Irish vessels and is a key reference for the Governments sustainability assessment presented annually to the Oireachtas. FEAS experts also provide scientific services and support to other government departments including Department of Housing, Local Government and Heritage (DHLGH) to address the Marine Strategy Framework Directive (MSFD) requirements through OSPAR and national reporting under an SLA (service level agreement). FEAS provide scientific services to Department of Environment, Climate and Communications (DECC) related to offshore renewable energy development.

FEAS experts actively participate at many meetings of the International Council for the Exploration of the Seas (ICES). At ICES our scientists are focused on advancing scientific understanding of marine ecosystems, providing information, knowledge and advice on the sustainable management of human activities affecting and affected by marine ecosystems. ICES is a key forum for scientific co-ordination of data collection and the provision of independent scientific advice. FEAS scientists are



also encouraged to publish much of their work in peer-reviewed scientific journals.

FEAS experts also participate at other international fora including STECF (Scientific, Technical and Economic Committee for Fisheries), ICCAT (International Commission for the Conservation of Atlantic Tunas), NEAFC (North East Atlantic Fisheries Commission) and NASCO (North Atlantic Salmon Commission). FEAS provide scientific support for DAFM at various EU meetings (e.g. the EU Norway Agreements and the EU Council of Fisheries Ministers).

FEAS experts also carry out research and stock assessments on diadromous fish species (salmonids and eels) and are responsible for the salmon National Coded Wire Tagging and Tag Recovery programme and work closely with IFI (Inland Fisheries Ireland) on the Standing Scientific Committees for salmon and eel. In recent years FEAS has developed a core expertise in oceanic tracking of large marine fish. The FEAS Aquaculture Section is responsible for the operation of the National Sea Lice Monitoring Programme and carries out a range of national and internationally funded research projects based at MI facilities.

Further details can be found on the Marine Institute website:

<http://www.marine.ie/Home/site-area/about-us/fisheries-ecosystems-advisory-services>

<http://www.marine.ie/site-area/areas-activity/fisheries-ecosystems/fisheries-ecosystems>

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

The successful candidate will be based at M.I. Oranmore and will report to the FEAS Section Manager responsible for the implementation of the EMFAF Marine Biodiversity and Marine Knowledge Schemes. You will also be assigned a buddy and / or mentor to help you settle in to the organisation.

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

Contacts:

Internal

FEAS Director, FEAS Section Manager & Staff of FEAS; Corporate Services and Finance and staff of the Marine Institute.

External:

Dept. of Agriculture, Food and the Marine, Dept of Housing, Local Government and Heritage. National and International, Statutory Bodies, Research Groups and Agencies.

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).

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Higher Executive Officer, with a full time salary scale running from €53,955-€67,951 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 and are a member of another Public Sector Scheme.

Annual Leave:

Annual leave entitlement for a Higher Executive Officer Grade is 29 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 authorized representative.

Duration of Contract:

The maximum duration of this temporary specified purpose contract of employment will be up to a maximum duration of 54 months. Subject to programme needs there may be a 12-month continuation to end 2028. 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 the national agency responsible for marine research, technology, development and innovation (RTDI). The Marine Institute seeks to assess and realise the economic potential of Ireland’s 220-million-acre marine resource; promote the sustainable development of marine industry through strategic funding programmes and scientific services; and safeguard the marine environment through research and environmental monitoring. The Institute works in conjunction with the Department of Agriculture, Food and Marine (DAFM) and a network of other Government Departments, semi-state agencies, national and international marine partners.

Our vision - The Marine Institute, as a global leader in ocean knowledge, empowering Ireland and its people to safeguard and harness ocean wealth.

Our Mission - The Marine Institute, provides government, public agencies and the maritime industry with a range of scientific, advisory and economic development services that inform policy-making, regulation and the sustainable management and growth of Ireland’s marine resources. The Institute undertakes, coordinates and promotes marine research and development, which is



Rialtas na hÉireann
Government of Ireland



Cómhainithe ag an
Aontas Eorpach
Co-funded by the
European Union



Foras na Mara
Marine Institute

essential to achieving a sustainable ocean economy, protecting ecosystems and inspiring a shared understanding of the ocean.

In order to achieve this vision, the MI have six service areas; (1) Ocean, Climate and Information Services, (2) Marine Environment & Food Safety Services, (3) Fisheries Ecosystems Advisory Services, (4) Irish Maritime Development Office, (5) *Policy, Innovation 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. All correspondence for this post should quote reference **FEAS/HEO/outreach/Aug23**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon on the 28th of August 2023**. 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 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.



Appendix I

Key Competencies for effective performance at Higher Executive Officer level

Team Leadership	Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
	Provides clear information and advice as to what is required of the team
	Strives to develop and implement new ways of working effectively to meet objectives
	Leads the team by example, coaching and supporting individuals as required
	Places high importance on staff development, training and maximising skills & capacity of team.
	Is flexible and willing to adapt, positively contributing to the implementation of change
Judgement, Analysis & Decision Making	Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
	Takes account of any broader issues, agendas, sensitivities and related implications when making decisions
	Uses previous knowledge and experience in order to guide decisions
	Uses judgement to make sound decisions with a well-reasoned rationale and stands by these
	Puts forward solutions to address problems
Management & Delivery of Results	Takes responsibility and is accountable for the delivery of agreed objectives
	Successfully manages a range of different projects and work activities at the same time
	Structures and organises their own and others work effectively
	Is logical and pragmatic in approach, delivering the best possible results with the resources available
	Delegates work effectively, providing clear information and evidence as to what is required
	Proactively identifies areas for improvement and develops practical suggestions for their implementation
	Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
	Applies appropriate systems/ processes to enable quality checking of all activities and outputs
	Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers
Interpersonal & Communication Skills	Builds and maintains contact with colleagues and other stakeholders to assist in performing role
	Acts as an effective link between staff and senior management
	Encourages open and constructive discussions around work issues
	Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
	Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances
	Presents information clearly, concisely and confidently when speaking and in writing
	Collaborates and supports colleagues to achieve organisational goals



Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
	Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
	Focuses on self-development, striving to improve performance
Drive & Commitment to Public Service Values	Strives to perform at a high level, investing significant energy to achieve agreed objectives
	Demonstrates resilience in the face of challenging circumstances and high demands
	Is personally trustworthy and can be relied upon
	Ensures that customers are at the heart of all services provided
	Upholds high standards of honesty, ethics and integrity