

## Marine Institute Job Description

<b>Position</b>	<b>INFOMAR Programme Administrator – Administrative Assistant</b>
<b>Grade &amp; Contract</b>	<b>Temporary specified purpose contract for a maximum duration of up to December 31st, 2026 – INFOMAR funded - DECC</b>
<b>Service Group</b>	<b>Ocean, Climate &amp; Information Services (OCIS) Advanced Mapping Services (AMS)</b>
<b>Location</b>	<b>Marine Institute, Rinville, Co. Galway The Marine Institute has a Blended Working Policy in Place</b>

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

The INFOMAR Programme Administrator will work within the Advanced Mapping Services team on INFOMAR and related programmes. The role requires the applicant to have a good knowledge of budgeting, financial reporting, procurement, meeting coordination & reporting, and general administration. The applicant will be expected to have an excellent work ethic, strong inter-personal skills and relish the opportunity to work in a busy and thriving office environment.

INFOMAR is an integrated programme and will involve elements of hydrographic surveying, oceanographic, biological and sedimentological sampling, ROV Operations, geophysical survey and habitat mapping.

The candidate will be primarily responsible for supporting INFOMAR related activities with the provision of administrative assistance to the AMS Section Manager and team. The successful applicant will also have the opportunity to contribute to the delivery of INFOMAR outreach materials and events. Within the AMS team, the candidate will be expected to provide support to related R&D and Marine Institute projects.

### What Will You Be Doing Every Day?

#### Principal Tasks:

- Secretariat to the INFOMAR Programme Board, and INFOMAR Technical Advisory Committee.
- Track project expenditure and provide management with updates as appropriate.
- Assist AMS Section Manager in ensuring that all financial, reporting and administrative deadlines are met.
- Ensure project accounts and procurement records are maintained, ensuring audit compliancy.
- Provide administrative support to Section Manager in managing delivery of the Service Level Agreement related outputs, and collation and circulation of INFOMAR SLA progress reports.
- Managing general enquiries to the INFOMAR programme (phone and email).
- Provide assistance for supported projects, including preparation of publicity materials, and support for meetings, workshops and conferences as required.
- Assist with streamlining programme administration and communication materials.
- Any other duties suitable to the position 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 relevant qualification in a relevant discipline.
- At least 18 months of post qualification relevant work experience.
- Strong organisational and administration skills with proven attention to detail.
- Well-organised with experience in working to multiple deadlines, identifying priorities and managing time effectively to ensure delivery.
- Excellent customer service skills and the ability to build effective professional relationships.
- Good verbal and written communication skills.
- Demonstrated ability in project reporting and record keeping, ideally including financial records.
- Good working knowledge of MS Office systems and of relevant online data and information sources. With an ability to operate to a high level of computer, in particular Word, Excel and PowerPoint.
- The ability to work unsupervised and to work well with others.

### Ideally Nice to Have / Desirable:

- Experience in report editing and database management.
- Experience with financial management software packages.
- Familiarity with MS Teams and SharePoint
- Familiarity with public procurement procedures and guidelines.
- Experience of supporting audits.

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

- Good interpersonal, written and verbal communication skills in addition to effective numeracy skills and an analytical approach.
- An ability to work in a highly organised and planned manner and to progress work independently.
- Effective organisation, time management, communication and administration skills.
- Experience in collaborating with scientists and members of multi-disciplinary technical teams.
- Dynamic, reliable, self-sufficient, a good team player.

### Description of Service Group and the Wider Team

The mission of **Ocean, Climate and 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
- Research Infrastructures
- Operational elements of Discovery R&D Programmes including:
  - Advanced Technology
  - Renewable Ocean Energy

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

The successful candidate will be based at the Marine Institute HQ in Oranmore and will report directly to the Advanced Mapping Team Leader(s), Section Manager or designated alternative.

### 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:** Advanced Mapping Section Manager, Advanced Mapping Section Team Leader (s), Party Chief (s), FEAS, MEFSS (particularly the team delivering technical aspects of MSP & EMFF programmes for DHLGH & DAFM), RV Operations. Data Management team members within OCIS. Other Section Managers, Team Leaders and STOs across MI Service Groups

**External:** INFOMAR Programme Board and Technical Advisory Committee, Programme partners Geological Survey Ireland. Regular liaison with supported project partners and collaborators from across Ireland and the rest of Europe.

### Salary:

Remuneration is in accordance with the Public Sector, Executive Officer approved Salary Scale for Administrative Assistant which runs from €36,544-€59,422 on a full time basis per annum pro-rated with time worked. You will commence on the first point of the scale €36,544 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 specific purpose contract of employment will be for up to a maximum period extending to 31<sup>st</sup> December 2026, subject to continued funding.

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](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 **OCIS/AA/INF/OCT24**

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

All applications for this post should be received by the Marine Institute in advance of **12<sup>th</sup> of November 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.**