

Marine Institute Job Description

Position	Interim Senior Laboratory Analyst – Marine Chemistry
Grade & Contract	Temporary Specified Purpose Contract for duration of up to 15th of October 2025 (redeployment cover)
Service Group	Marine Environment and Food Safety Services
Location	Marine Institute HQ, Oranmore, Co. Galway The Marine Institute has a Blended Working Policy in Place

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

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

You will be working in the Marine Chemistry section, which is part of the wider Marine Environment and Food Safety Services Group of the Marine Institute. You will play a key role in ensuring that the section's laboratory operations are carried out efficiently and effectively, to a high quality standard, and thus contribute to our work programmes and analytical services to clients. In this role you will: oversee and coordinate general day to day operations of the chemistry laboratories, in particular implement and coordinate the ISO 17025 quality system in the chemistry labs; ensure the 11 laboratories are appropriately equipped and maintained; ensure that the Marine Institute's Health and Safety policy and best practices are fully implemented; and work with the management team to ensure that analytical services and results/data are delivered in a timely manner to customers. You will act as a Technical Manager to oversee the testing service delivered by the trace metals unit (using techniques such as ICPMS and Cold Vapour Atomic Fluorescence Spectroscopy) and additionally provide general laboratory support to the organics, biogeochemistry and residues units, working with technical managers in these units.

This is a temporary role to the end of October 2025, providing redeployment cover for the post holder while they take on another role.

What Will You Be Doing Every Day?

Principal Tasks:

For the Duration of this Interim Role, the Senior Laboratory Analyst – Marine Chemistry will have responsibility for the following:

General laboratory and quality system

- Overseeing the day-to-day management of marine chemistry laboratories to ensure standards are maintained
- Management of the relevant laboratory analytical team and laboratory support staff.
- Ensuring relevant operating procedures are in-place, controlled and implemented for the trace metals team and for general lab operations
- As technical manager/day-to-day implementation of ISO17025 quality system for chemistry section including a lead role in ensuring documentation is maintained and up to date, non-conformances are addressed and audits are completed

- Manage temperature monitoring system within chemistry laboratories and temperature, balance and volumetric calibrations and verification
- Oversee the upkeep, maintenance and regular service of laboratory and field equipment.
- Work with the team to implement an improved sampling tracking and management and oversee sample storage facilities i.e. fridges/freezers and walk in units.
- Active participate in laboratory management groups.
- Liaise with Facilities team in relation to laboratory services and maintenance.
- Where appropriate identify and implement improvements in line with quality system requirements
- In liaison with the data team, ensure laboratory data processes are implemented. This may involve supporting roll-out of LIMs or other tools in the section.

Programme and metals unit testing service

- Where relevant review analytical data and test results in advance of reporting, ensuring timely reporting to the database or customers.
- With management team, assist with scheduling sampling and fieldwork as required
- Scheduling laboratory work and analysis, incl. equipment access as required, in liaison with the programme managers, according to agreed priorities.
- Oversee and guide analytical method development, validations in line best practice and legislative needs, and troubleshooting as required.

H&S

- Ensuring adherence to M.I. Health and Safety Policy including active participation in MI Health and Safety Committee on behalf of the section
- Coordinate the identification and completion of relevant risk assessments.

Other

- Assist in procurement for the section, including leading tendering for equipment, supplies and services
- Liaise with Finance Team in relation to laboratory related procurement.
- Actively participate in chemistry management team, including attending biweekly meetings, in helping shape direction, priorities, planning and budget management for the section
- Participate in Quality System, MEFS and MI meetings and activities
- As relevant liaise with customers and stakeholders
- Any other duties assigned from time to time as appropriate to the position.

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 minimum of a relevant third level qualification in a relevant scientific area where chemistry is a strong component.
- A minimum of three years of post-qualification relevant work experience, to include demonstrated relevant experience in laboratory analysis preferably in environmental and/or food testing.
- Strong experience of implementing and maintaining a laboratory quality system such as ISO17025, preferably in a key role.
- Experience in supervising people and/or projects.

- Demonstrated excellent organisational skills and record keeping.
- A sound understanding and appreciation of Health and Safety best practices in a laboratory and understanding of risk assessment in a laboratory context.
- High level of proficiency in the use of standard Microsoft Office software packages.
- Working knowledge of modern analytical instrumentation.
- Effective numerical and proven scientific and technical report writing skills.
- Strong aptitude for troubleshooting/problem solving.

Ideally Nice to Have / Desirable:

- 5 years' experience in an analytical laboratory environment.
- Experience in a (deputy) technical/quality management role in an ISO17025 environment or equivalent.
- Demonstrated experience in analysis of trace chemical substances in environmental/food or other complex matrices.
- Demonstrated experience undertaking analytical method development/optimisation and/or validation.
- Excellent working knowledge of modern analytical instrumentation, for example hyphenated mass spectrometry techniques (e.g. ICPMS or other mass spectrometry, Atomic spectroscopic methods techniques).
- Experience in fieldwork and sampling.
- A proven ability to manage people, projects and budgets.
- A demonstrated experience of implementing Health and Safety best practices in a laboratory
- Proven experience in procurement and contracts management.
- Good knowledge of analytical, data, project management and other software packages that may be of relevance
- Willingness to work at sea on board research vessels and sufficiently fit to pass an ENG II/ Seafarers medical.
- A full clean driving licence.

What else do you need to know?

(Special personal attributes required for the role)

- Be industrious, decisive, and self-sufficient with a proven ability to use your own initiative while at the same time working well as a team player.
- Excellent oral and written communication skills and interpersonal skills.
- Ability to manage time effectively and to deliver agreed outputs to deadlines and maintain focus under the pressure of multiple deadlines and deliverables.
- A strong attention to detail and excellent personal organisational skills
- Experience in collaborating with scientists and members of a technical team.
- Ability to work on own initiative and progress work independently.
- Analytical approach to problem solving.
- Strong leadership qualities and willing to take responsibility for decisions.
- Can proactively build and develop relationships with colleagues, customers and key contacts, building strong professional networks.
- Possess a diplomatic manner, with the ability to resolve issues before conflict occurs.

Description of Service Group and the Wider Team

Marine Environment & Food Safety Services (MEFSS) is a service area of the Marine Institute that plays a pivotal role in ensuring the safety of seafood, preserving environmental health, providing a variety of policy supports and safeguarding fish health. Operating as an integral part of the Institute, MEFSS undertakes multifaceted responsibilities primarily through the execution of scientific monitoring and research programs, coupled with offering expert scientific interpretation and regulatory guidance to government.

Within MEFSS, **the Marine Chemistry section** is a team of ~ 23 scientists and support staff delivering key marine monitoring programmes, testing services and scientific advice to government and other stakeholders. This work provides essential data and science underpinning national policies and implementing legislation to:

- protect the marine environment and maintain clean and healthy seas;
- produce safe and high quality seafood for human consumption;
- support climate assessments and national climate policy.

This is in line with Ireland's international obligations under key EU Legislation (e.g. Water Framework Directive, Marine Strategy Framework Directive, various food control regulations etc.) and other international commitments, such as the OSPAR Convention for the Protection of the North East Atlantic. This involves field work/sampling programmes, analytical testing of biota, water and sediment, and other data collection activities, including surveys on the national research vessels, the *RV Celtic Explorer* and the *RV Tom Crean*. The ISO17025 accredited laboratories are well equipped and undertake testing for environmental contaminants (trace metals, persistent organic pollutants), essential ocean variables (carbon, nutrients etc.) and veterinary substances and other residues in fish. Data collected in these programmes are reported to many international data centres, such as [ICES](#), [EFSA](#) and [SOCAT](#).

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

You will report to the Section Manager for Marine Chemistry.

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:

Director MEFS, Section Manager, Quality Manager, WFD Programme Team Leader, Scientific and technical Officer (Residues/Seafood Coordinator), Biogeochemistry Team Lead, Chemistry Section and Management Team & Staff of MEFS, facilities and corporate services teams, H&S committee and other service groups.

External:

Regular liaison with scientists and officials from other government organisations such as the SFPA, EPA, and FSAI and other government laboratories. Liaison with service providers, contractors and suppliers supporting the laboratories work.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Senior Laboratory Analyst Grade which runs from €58,669-€78,460 on a full-time basis per annum pro-rated with time worked. You will commence on the first point of the scale €58,669 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 Senior Laboratory Analyst Grade is 27 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 up to the 15th of October 2025. The successful candidate will be on probation for the first 9 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 **JD/MEFS/SeniorLA/June24**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon, Friday 26th of July 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.