

Marine Institute Job Description

Position	Project Manager, OKEANO – All-Atlantic Ocean Research & Innovation Alliance CSA
Grade & Contract	Temporary Specified Purpose contract for a duration up to 28th February 2027 (Funded by the European Commission) Section Manager 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?

This is an exciting opportunity to lead an EU Horizon Europe action in support of an international ocean science diplomacy initiative, the All-Atlantic Ocean Research and Innovation Alliance (AAORIA). Launched with the signing of the Galway Statement at the Marine Institute in 2013, the AAORIA has grown in scale and impact to become a key enabler for scientific cooperation for the EU and countries around the full perimeter of the Atlantic Ocean, east and west, from pole to pole.

The successful candidate will work in close cooperation with Director of PIRS in the coordination and management of the Horizon Europe OKEANO Coordination and Support Action (OKEANO CSA). OKEANO is the EU project with a key role in the European effort to support and advance the All-Atlantic Ocean Research and Innovation Alliance (AAORIA).

The OKEANO manager will provide leadership and management to the project consortium to ensure the project is delivered to a high standard of excellence and that the contractual requirements are delivered in full. The project manager will, in particular, lead Work Package 1 of the OKEANO project, enabling delivery of a range of coordination aspects of the project and maintaining a strong interaction with the European Commission project officer and the international governance forums of the AAORIA (High-Level Board and Steering Committee). The role will also require the organisation and implementation of meetings of the OKEANO partnership and steering committee (WP leaders) and will provide leadership by the Marine Institute and Ireland to an internationally strategic project.

What Will You Be Doing Every Day?

Principal Tasks:

- You will manage with the support of a full-time Administrative Assistant, the full range of activities associated with the coordination of a EU Horizon Europe project, in addition to the specific aspects of OKEANO as an international science diplomacy initiative. This includes:
- Monitoring and oversight of progress across all Work Packages, Tasks, deliverables and milestones of the OKEANO project ensuring work is completed on time and to a high standard.
- Specifically lead Work Package 1 of OKEANO ensuring effective project coordination and engagement with and support to the higher-level international governance of the AAORIA including the High-Level Board and the Steering Committee.

- Identify and advance specific initiatives and activities linked to the OKEANO Description of Action that advance the strategic goals of the AAORIA.
- Maintain a close engagement with the European Commission, DG Research & Innovation, leads on AAORIA, responding to evolving needs and requests throughout the duration of the project.
- Identify and build links and synergies with relevant national, EU and international projects and programmes to optimise the added value and impact of OKEANO.
- With the support of the Administrative Assistant, lead the organisation and running of project meetings at all levels of project governance (General Assembly, All Atlantic Fora, Steering Board, Advisory Board, meetings with partners and stakeholders).
- Oversee the full requirements for project reporting (financial, technical and management) to the EU Commission services in line with the Grant Agreement and ensuring project impact in line with the KPIs set out in the Grant Agreement.
- Contribute and guide, on behalf of the Marine Institute Coordination team, the effective communication, dissemination and exploitation activities of OKEANO in cooperation with the relevant work package leads and communication partners.
- Ensure effective and targeted engagement with key OKEANO stakeholders throughout the project duration, enabling the further development, growth and impact of the Alliance in the Atlantic region.
- Provide direct line management to the OKEANO Administrative Assistant, creating an effective MI coordination Team and management structure.
- Contribute to the broader work and governance of the MI and PIRS service area, including attendance and participation in staff meetings, reporting, HR, procurement, ESG.

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 primary degree in a relevant area (e.g. science, sustainability, business or finance);
- A minimum of five years' experience in EU project or programme management;
- Proven ability to manage and integrate complex requirements into clear action planning, and succinct documents and strategies;
- Able to demonstrate full independence, impartiality and confidentiality in conducting the scope of work;
- Demonstrated experience of roles that require working on your own initiative;
- Demonstrated ability to work in an environment with high demands and outputs and an environment with evolving demands;
- Track record of producing high-quality financial, technical and management reports;
- Demonstrated experience and knowledge of working in roles that include ensuring compliance with good governance practice and compliance practices;
- Excellent written, verbal and communication skills with an ability to maintain good relations with stakeholders, peers and direct reports;
- High level of accuracy and attention to detail;
- Experience in managing people and teams in a collaborative and inspiring way;

- Confident and assured in explaining requirements to others and ensuring compliance with organisation policies and procedures.

Ideally Nice to Have / Desirable:

- A postgraduate degree in a relevant area or discipline;
- Knowledge of/ experience of national and/or international research funding programmes and relevant international ocean science/policy initiatives;
- Experience of working with the European Commission and international stakeholders at a range of levels;
- Experience of working with local, indigenous communities on climate, environment or sustainability initiatives;
- Experience of input to plans and strategies for setting research priorities.

What else do you need to know?

(Special personal attributes required for the role)

- Strong communication and interpersonal skill, demonstrating a high level of diplomacy in advancing project or programme goals with a range of project partners and stakeholders;
- 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 directly to the PIRS Director.

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: PIRS Director, International Programmes Manager and team, other PIRS colleagues and teams. MI Office of the CEO, Communications Team, HR, Research & Systems Accountancy team, Finance, Facilities.

External: OKEANO consortium partners, European Commission Project Officer (REA), European Commission DG R&I Unit C4 (Healthy Ocean and Waters), AAORIA High-Level Board and Steering Group, AAORIA Advisory Board, AAORIA/OKEANO Stakeholders.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Section Manager (Engineer I grade) which runs from € 82,448 - € 102,896 on a full time basis per

annum pro-rated with time worked. You will commence on the first point of the scale € 82,448 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 Section Manager (Engineer I Grade) is 30 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 specified purpose contract of employment will be for the period up to the 28th of February 2027. The successful candidate will be on probation for the first 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). 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/SM/OCEANO/AUG24**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon, 2nd of September 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.