

## Marine Institute Job Description

<b>Position</b>	<b>Administrative Assistant – Project Funding Support x2</b>
<b>Grade &amp; Contract</b>	<b>Executive Officer – Temporary Specific Purpose Contract up to 31<sup>st</sup> August 2027</b>
<b>Service Group</b>	<b>Corporate Services (CS)</b>
<b>Location</b>	<b>Marine Institute, Rinville, Oranmore, Co. Galway (noting that we are piloting our blended working policy across 2023/4 which may apply to this role)</b>

### 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.

The person's will work from the Marine Institute Headquarters in Rinville, Oranmore, Co. Galway and will report directly to the Research Funding and System Accountant in the first instance and will also provide support to the International Funding Programme Manager.

The successful candidates will have responsibility for providing financial and administrative support for externally funded projects across the Marine Institute. That support will primarily relate to OCIS and FEAS but will also include projects across the Institute. Externally funded projects may include funding under Horizon 2020, Horizon Europe, Interreg, CINEA, DAFM, EMFF, EMFAF, EI, EPA, SFI and other National and European funding streams.

The person's will be responsible for preparing and submitting claims on externally funded projects and will work closely with staff across the Institute, project leaders, research accountant, colleagues in Research Funding Office & Research Coordination and Support team (PIRS), and will work closely with the Finance and HR departments.

The persons will also be required to build relationships with external funding agencies, auditors and others as required. The nature of the work will be largely project driven, therefore requiring a degree of flexibility with regards planning. Teamwork is also important as the persons will be required to work with others to ensure that reporting deadlines across all Marine Institute projects are met.

### What Will You Be Doing Every Day?

#### Principal Tasks:

- Provide administrative support to MI Project Leads and act as primary point of contact for research reporting, research team members and the Research Accountant, in managing externally funded projects,
- Review and ensure that expenditures incurred on projects are eligible and supported by appropriate documentation, including purchase orders and invoices.
- Review time recorded on the Time Management System to ensure all time recorded is eligible.
- Prepare times sheets in line with funder requirements.
- Liaise with Finance & HR for salary costing information.

- Prepare financial claims for Research Accountant review in a timely manner.
- Ensure all claims are in compliance with regulatory, financial, system and statutory obligations and with Marine Institute policies as appropriate.
- Track and review project expenditure and provide management with updates as appropriate.
- Upload all supporting claim documentation to the MI SharePoint Online.
- Upload claims to relevant grant management portals.
- Liaise with external funders and external stakeholders regarding financial reports.
- Track and review claims expenditure against budget.
- Ensure that technical reports are received in a timely manner for submission.
- Prepare all requested sample information for audits.
- Provide support for various meetings, workshops and conferences as required.
- Assist with ensuring that outputs and reports are received, disseminated and published.
- Assist with centralising of project deliverables and reports, and liaise with Marine Institute library to publish onto the Marine Institute's Online Access Repository.
- Any other duties suitable to the role and grade 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 suitable qualification in a relevant discipline.
- At least 18 months of work experience in a busy office environment
- Demonstrated experience of project support, in an accounts or financial administration setting.
- Knowledge of public sector procurement rules
- Strong organisational and administration skills with proven attention to detail and working to deadlines
- Excellent verbal and written communication skills.
- Demonstrated ability in project reporting and record keeping, ideally including financial records.
- High level of computer skills including MS Office and SharePoint Online.
- Experience of supporting meetings, conferences and events.
- The ability to work unsupervised and to work together in a team environment
- A background in working with confidential data and personal information, respecting privacy.

#### **Ideally Nice to Have / Desirable:**

- Accounts Technician or Third Level Finance Qualification.
- Experience in financial reporting requirements.
- Experience of supporting audits.
- Public sector experience including grant funding.
- Intermediate level in Excel and familiar with formulae, V-lookup, Pivot tables etc.
- Knowledge of data protection and GDPR as it applies to a personnel data

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

- An ability to work in an organised manner and progress work independently.
- Demonstrate energy and a positive attitude.
- Bring a solutions focus, initiative and ideas.
- Be reliable and flexible and be able to provide support to other members of the researcher team and other service areas as required when reports need to be completed
- An ability to remain calm under pressure, and respond quickly to changing demands.
- Demonstrated ability to effectively prioritise multiple outputs and manage time to deliver outputs on schedule (including multiple equally important deliverables).
- Approaching work in a careful and methodical manner, always displaying accuracy, even when conducting routine and repetitive work.
- Always seeking to improve process efficiency.
- There may be a requirement for the successful candidate to further develop specialist knowledge and expertise relevant to the role. Training will be encouraged (formal and informal) and supported where required

### Description of Service Group and the Wider Team

Corporate Services includes Finance; Human Resources; Facilities and Services; Communications and Library & Information Services as well as Corporate Governance, Procurement, Tendering & Contracts Management and responsibility and oversight for the General Data Protection Regulations. The Corporate Services team provides vital supports to each of the Marine Institute staff country wide, helping to maintain a consistent and high quality service in line with the strategic objectives and priorities of the Institute.

**The successful candidates will initially provide support for ongoing and new externally funded projects in the following two service areas – this may evolve depending on priorities, work programmes and requirements.**

**Oceans, Climate and Information Services (OCIS)** provide support for national and international marine monitoring and research and development as well as Information Technology infrastructure and information management.

**Fisheries Ecosystems Advisory Services (FEAS)** research, assess and advise on the sustainable exploitation of the marine fisheries resources in the waters around Ireland and on the impacts of fisheries on the ecosystem.

### 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 to the Research Funding Accountant.

### 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:

**External:**

Funding agencies, researchers based in Higher Education Institutes, project officers where relevant, and project coordinators.

**Within the Marine Institute**

The roles will liaise closely with the Research Coordination and Support team in PIRS and the Research and Systems Accountant in Corporate Services. Contacts will be established as required with other teams' leaders in the Marine Institute for reporting purposes.

**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, Executive Officer approved Salary Scale for Administrative Assistant which runs from €34,562 - €56,969 on a full time basis per annum pro-rated with time worked. You will commence on the first point of the scale €34,562 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 Specified Purpose contract of employment contract will be for a duration of up to August 31st 2027. 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 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 **CS/AA/PROFUND/DEC23**

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

All applications for this post should be received by the Marine Institute in advance of 12 noon **Monday 8th January 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.**