

Marine Institute Job Description

Position	Temporary Half-Time Facilities and Procurement Administrator
Grade & Contract	Half-Time / 18.75 hours per week Monday to Friday Clerical Administrator (Clerical Assistant Grade) Temporary redeployment cover role up to December 31st, 2026 (with a possible extension to December 31st, 2029, subject to the ongoing need for the role)
Service Group	Corporate Services
Location	Furnace, Newport, Co. Mayo

Who will you work with and what will the role involve?

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

The half-time Clerical Administrator (CA) will provide a range of supports to the Corporate Services team and the Newport based staff and Researchers. Activities will include supporting the Facilities Manager and other Colleagues with general office administration; assisting with the co-ordination of facilities maintenance programmes; supporting procurement processes, tracking budgets; placing orders for consumables, organising bank lodgements and be an active member of the Get Greener energy/sustainability team.

What will you be doing every day?

Principal Tasks:

The successful person will be responsible for supporting the Facilities Manager and Corporate Services and Newport Colleagues in delivering the following:

General Office

- Front of House/ reception duties: meeting & greeting visitors
- Manage outgoing and sort incoming Post /arrange couriers
- Manage the storage and disposal of archive materials
- Monitoring Housekeeping standards throughout the facility on a weekly basis
- Maintain database of all publications for Newport site staff
- Assist with the organising of large internal/external meetings
- Co-ordinate the scheduled checking of First Aid equipment and kits
- Update relevant sections of Newport Maintenance plan annually
- Minute taking at monthly site meetings

Procurement/Budget/Finance

- Raise Purchase Orders for Facilities expenditure in line with procurement guidelines

- Track expenditure for relevant budget/projects and service groups
- Reconcile invoices
- Ordering of Facilities items such as Stationery, Cleaning materials, catering supplies
- Forward all Goods Received Notes to Finance team in Oranmore
- Arrange bank lodgements
- Compile Fish Sales data; raise Fish Sales invoices and related banking activities
- Management of the upload/download and clarifications relating to Marine Institute tenders on the e-tenders portal.

Facilities Support

- Assist with and support meeting requests for onsite Newport – including setting up room, catering supplies, lunch orders etc, e.g. Board meetings.
- Undertake cleaning audits on a weekly basis and liaise with cleaning contractor
- Support Field Assistants with the scheduling of maintenance visits by Facilities Service providers
- Keep up to date records of service reports following maintenance visits
- Track energy usage and maintain consumption spreadsheets
- Monitoring Housekeeping standards within the 2 onsite houses and arrange cleaning as appropriate
- Compile Sales Invoices and registration/contract documents for accommodation within the houses.
- Support Facility inductions / welcome and information sharing for students and visitors.
- Provide general Newport based administrative support to Facilities Manager

Sustainability Support

- Actively participate and assist with the organisation of meetings and follow up actions/activities for:
 - My Green Lab
 - All Ireland Pollinator Plan
 - Get Greener / Energy team
- Assist with Awareness Days
- Any other duties relevant to the role and grade that may arise 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:

- Educated to a minimum of leaving certificate level or equivalent.
- At least 18 months of relevant work experience in an administrative environment.
- Demonstrated experience in supporting financial administration, to include invoice reconciliation, budget tracking and updating.
- Previous experience liaising with service providers and suppliers.
- Ability to multi-task and manage time effectively.
- Strong administration skills with good attention to detail and high accuracy levels.
- The ability to work unsupervised and as part of a team.
- Experience in the use of relevant I.T. packages including web-based software

- Knowledge of updating intranet/SharePoint sites
- Strong customer service skills.
- The ability to communicate in writing and verbally at all levels.

Ideally nice to have / desirable:

- Third level Certificate or Diploma in an administration related subject.
- Experience working in office/ Facilities administration role to include liaising with cleaning/maintenance services providers for example.
- Knowledge / experience in public procurement.
- Knowledge of the etenders platform.
- Experience supporting and organising meetings and events.
- Previous relevant experience of working in the public sector.
- Knowledge of data protection and GDPR as it applies to procurement functions.

What else do you need to know?

(Special personal attributes required for the role)

- An ability to work in a highly organised and planned manner and to progress work independently, managing time effectively to deliver multiple outputs on time.
- Dynamic and reliable.
- Solutions-oriented with good initiative and problem-solving ability.
- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion.
- Experience in collaborating with members of a diverse team.
- Strong interpersonal skills and the ability to communicate effectively at all levels.
- Self-sufficient, while being a good team player.

Description of service group and the wider team

The Corporate Services Function includes Governance, Human Resource, Finance, Facilities, Sustainability Management, Procurement, Library, Data Protection and Communications Services. The Team's contribution enables and supports Colleagues across the Institute in their delivery of scientific, research, development and other services. The work performed in Corporate Services is essential to:

- Ensure that our governance structures have a focus on fairness, transparency, inclusion, ethical conduct, compliance and responsible and fair procurement, and value for money for the state and public.
- Manage facilities and operations to minimise our impact on the environment.
- Attract and retain high calibre staff and empower and support Marine Institute Colleagues to deliver excellence.
- Engaging, informative communication in a way that inspires our stakeholders and society.

Who will you report to / Who will manage and support you:

The successful candidate will report to the Facilities Manager in Corporate Services. A Buddy and Mentor are available to be assigned to the successful candidate.

What we offer

The Marine Institute has many high-performing, talented and diverse teams and colleagues who are committed to, and passionate about, the work that we do. We are building a workplace and workforce for the future; one that is evolving with changing work practices, employee expectations and service needs. We aim to be an employer of choice, attracting high-calibre staff, retaining existing team members, and fostering an environment where they feel supported and enabled to innovate and deliver our services with excellence. We are a workplace where an agile, diverse, motivated, and valued team delivers service with excellence. This is driven by a culture of collaboration, wellbeing, innovation and continuous development, aligned with our vision and mission, and enabled through living our values.

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 will help them to develop professionally. These include personal and career development supports, work/life balance policies, an employee assistance programme, “Bike to Work” Scheme, staff medicals and annual flu vaccination.

A full range of training will be provided as required, on the job and through appropriate courses. Training needs will be identified through the Marine Institute Performance Management Development System (PMDS).

Contacts:

Within the Marine Institute:

Facilities Manager, Director, Managers and Teams in Corporate Services, Newport staff and researchers and Directors, Managers and teams across the Marine Institute.

Outside the Marine Institute:

Facilities service providers, the general public including local businesses, schools & visiting fisherman. National & International research organisations, universities and colleges.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for a Clerical Assistant, with a full-time salary scale running from €29,797-€46,949 per annum, pro-rated with time worked. You will commence on the first point of the scale €29,797 and become a member of the Single Public Service Pension Scheme unless currently working or having worked in the public or civil service within the past six months with access to alternate pension etc.

Annual Leave:

Annual leave entitlement for a Clerical Administrator 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 a period of up to December 31st 2026 (with a possibility of continuing to 31st December 2029 subject to the need for redeployment cover) providing redeployment cover for the post holder. The successful candidate will be on probation for the first 6 / 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) and other Government Departments and Bodies. 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 **CS/PROC-CA/JAN2025**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon on the Monday, 3rd of February 2025**. 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.