

Marine Institute Job Description

Position	Temporary Clerical Administrator (Redeployment Cover)
Grade & Contract	Temporary Specified Purpose Contract for a maximum duration of up to 15th March 2026 (Redeployment Cover)
Service Group	IMDO (Irish Maritime Development Office)
Location	Marine Institute – 3 Park Place, Dublin The Marine Institute has a Blended Working Policy in Place.

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

Reporting to the Director, This important role supports our organisation in delivery of its essential work programmes and the achievement of service group and Marine Institute priorities.

What Will You Be Doing Every Day?

Principal Tasks:

The Institute now requires a Clerical Administrator to provide administrative support to the IMDO Director and wider IMDO team. The position requires an interest in the maritime industry, good organisational skills, IT skills and an ability to support a number of areas within the team.

The Clerical Administrator will be responsible for delivery of the following:

General Accounts & Procurement

- Keep accurate files of all tenders and contracts in electronic and hardcopy format.
- Maintain an accurate register of all tenders, 15-50k approvals, and sole supplier information.
- Track expenditure for relevant projects and liaise with the Finance team to ensure all expenditure sheets are kept up to date.
- Assist the Director with budget updates and preparation.
- Assist with audit preparation and the collation of relevant documents and paperwork

General Admin Support

- Provide project support when required.
- Assist with events and conferences - arranging venues, issuing invitations, AV requirements, catering
- Provide support for design and print requirements.
- Organise foreign travel.
- Provide logistical support for internal and external meetings.
- Maintain the IMDO contact database and CRM system.

Admin Support to IMDO Director

- Provide general administrative support to the Director.

- Assist with the drafting of correspondence, formatting and proofing of documents, reports and presentations.
- Provide general meeting support and assist in the preparation of reports and presentations.
- Manage the Director's travel and accommodation requirements.
- Maintain an electronic and hardcopy filing system for the Director.
- Any other duties relevant to the position and appropriate to the grade as required 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 leaving certificate level.
- Previous experience working in a busy office, preferably a technical or scientific environment.
- High levels of I.T. skills to include Microsoft Word, Excel, PowerPoint, Outlook and database skills.
- Some experience of updating websites and / or intranets.
- Experience supporting and organising meetings and events.
- The ability to work unsupervised.
- Demonstrated ability to use initiative.
- A background in assisting with the collation of reports.
- Demonstrated background of researching topics and attention to detail.
- The ability to communicate effectively both in writing and verbally at all levels.
- Demonstrated experience in supporting the accounts preparation and budget tracking processes.

Ideally Nice to Have / Desirable:

- A diploma or degree in a relevant business subject.
- Knowledge / experience in public procurement
- Experience of diary management.
- Knowledge of and interest in the maritime sector.
- Full driving licence.

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.
- Dynamic and reliable.
- Self-sufficiency, while being a good team player.
- Good interpersonal skills.
- Proven collaborative skills including team working.

- Highly organised and the ability to work under pressure in a dynamic environment.

Description of Service Group and the Wider Team

One of the six Service Groups in the Marine Institute, the IMDO was established by Statute in December 1999 and commenced operations in July 2000. The IMDO, as part of the Marine Institute, is responsible for the development of the Irish shipping and shipping services sector, ports and ports services sector under the aegis of the Department of Transport. As part of its remit the office;

- promotes the Irish Maritime sector, including short sea services, ports and education.
- promotes opportunities for international shipping and shipping services companies to set up or expand operations in the Irish market.
- publishes regular market reports and bulletins on the Irish ports and shipping sector, advises the Minister and Department of Transport, Tourism and Sport, on policy related to the Maritime sector.

The service group comprises an economics and policy advice team, a business development, communications and marketing team, EU project team. The CA will have regular engagement with all personnel within the IMDO.

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

The CA will report to the Director of the IMDO.

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 of IMDO, staff of IMDO and Directors, Management and Staff of the Institute.

External: State Agencies; Media, Representative Organisations; External Suppliers and enquiries from the general public.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Clerical Administrator Grade which runs from €29,797-€46,949 on a full time basis 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 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 Clerical Administrator is 22 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 for a maximum duration of up to 15th March 2026. 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 or posted to Human Resources at the Marine Institute, Rinville, Oranmore, Galway, H91 R673. All correspondence for this post should quote reference **IMDO/CA/OCT24**.

Closing date for Applications:

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