

Marine Institute Job Description

Position	Programme and Project Support role
Grade & Contract	Administrative Assistant (Executive Officer) – Contract of Indefinite Duration (subject to probation)
Service Group	Office of the CEO (OCEO) (June 2026 to June 2028 then supporting other projects, programmes and teams as agreed by CEO)
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 role is initially based in the Office of the Chief Executive Officer (OCEO) and provides support to the Chief Executive Officer (CEO) and team in the Office as they lead the organisation in delivery of the Marine Institute Strategy *Ocean Knowledge that Informs and Inspires*. The Administrative Assistant (AA) will work with the OCEO, supporting the coordination of internal communications, managing documentation, supporting the CEO and Senior leadership team in maintaining effective employee engagement throughout the strategic adjustment and development periods, and supporting the CEO and Senior Leadership Team in preparing for the 2028 Marine Institute Strategic Plan.

The OCEO, led by the CEO, works closely with all service areas and particularly with the Corporate Services team as they provide support, governance and general services to all other Marine Institute service areas.

This important role provides candidates with the opportunity to work in a diverse organisation which invests in and celebrates its people.

The Marine Institute recently completed reviews of its organisation and strategic achievement. The outcomes of these reviews are expected to affect the roles and duties of employees and to bring about other organisational changes. Any impacts or changes will be communicated. It is understood that this role will be agile and evolve to work with and support teams and projects as needed once the initial 24 months has been completed in the OCEO.

What Will You Be Doing Every Day?

Principal Tasks:

The person will work from the Marine Institute Headquarters in Rinville, Oranmore, Co. Galway providing a range of supports initially within the office of the CEO, specifically supporting the implementation of Mid Term Strategy Review outputs, related communications, and preparation for the 2028 MI Strategic Plan. Activities for this agile and

flexible role will support the CEO, Senior Leadership Team and Executive Assistant (EA) to the CEO with administrative actions, internal communications, meetings, and events.

OCEO Project Administrative Support:

- Coordinate and maintain the dedicated Mid-Term Review of Strategy Implementation SharePoint site.
- Coordinate and maintain a dedicated Corporate Strategy development SharePoint site.
- Coordinate required meetings, workshops, and briefings.
- Maintain documentation, manage updates, and track decision logs.
- Support the EA to the CEO with coordinating leadership meeting arrangements and related logistics.
- Monitor project timelines, actions, and deliverables.
- Prepare agendas, minutes, summaries, and briefing materials as required.

Internal Communications Support:

- Draft and issue agreed internal updates, announcements, and guidance.
- Support the CEO and SLT in ensuring accuracy and consistency of messaging across teams.
- Coordinate internal feedback channels and response to Frequently Asked Questions.
- Support staff engagement activities, including town hall meetings; management fora; Q&A sessions; and intranet / SharePoint updates.
- Develop communication materials such as slides, summaries, and templates.

Other Duties

- Support Procurement Processes in line with Public Sector Frameworks and Marine Institute Policies.
- Budget and financial tracking and reporting.
- Audit preparation.
- Website, Intranet and SharePoint Updates and content (training provided)
- Documentation and Policy Reviews.
- Desk research and supports.
- GDPR and Data Protection actions.
- Compliance Reporting

Any other duties appropriate to the grade as required from time to time.

Selection criteria:

i.e.: the Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience and Training required for the role

Essential / Important:

- A suitable qualification in a relevant discipline.

- At least 18 months of relevant work experience in a busy office environment.
- Demonstrated experience in administrative project support in a busy office environment.
- Strong organisational and administration skills with proven attention to detail and working to deadlines.
- Demonstrated ability to communicate effectively (in writing and orally) to different audiences, ideally with some experience of working and communicating at a Senior Executive and Board level, and with non-technical audiences.
- Excellent verbal and written communication skills.
- Demonstrated ability in project tracking and reporting.
- Experience in drafting internal communications materials.
- High level of computer skills, including MS Office and SharePoint Online.
- Demonstrated experience in 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.
- Direct relevant experience in managing multiple priorities, and in delivering outcomes under pressure and to tight deadlines.

Desirable:

- Knowledge of public sector procurement rules.
- Experience in financial reporting requirements.
- Experience in supporting audits.
- Public sector experience
- Intermediate level in Excel.
- Knowledge of data protection and GDPR as it applies to personnel data.

What else do you need to know?

(Special personal attributes required for the role)

- Dynamic, reliable and flexible, with the ability to provide support to multidisciplinary teams and programmes, including those outside of OCEO as required.
- An ability to work in an organised manner and progress work independently.
- Demonstrate energy and a positive attitude.
- Ability to take ownership of tasks and effectively prioritise multiple outputs and manage time to deliver multiple outputs on time.
- Willing to participate in training and professional development.
- Experience in collaborating effectively with members of a diverse team.
- Demonstrated ability to review and disseminate high volumes of data and information with accuracy and in a timely manner.
- Possesses sound, balanced judgement and strong analytical abilities.

- Strong interpersonal skills and the ability to communicate effectively at all levels including an ability to work with and effectively communicate with a range of stakeholders.
- A diplomatic manner, with proven ability to resolve issues and mitigate conflict.
- Resilience with demonstrated ability to remain focused when multiple important deadlines coincide.
- Solutions orientated with excellent initiative and problem-solving skills.

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, while working in the OCEO, will report to the Executive Assistant to the CEO / Strategic Project Supports Officer (HEO).

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 supported by a culture of collaboration, wellbeing, innovation and continuous development, aligned with our vision and mission, and enabled through living our values.

The Marine Institute values its staff, and their contribution to the Institute's work. The Marine Institute provides benefits that promote a healthy work-life balance and to staff 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.

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).

The Marine Institute's Blended Working (Remote Working) policy is instrumental in our efforts to increase flexibility, enhance health, wellbeing, and work-life balance, and contribute positively to climate action. Our Blended Working arrangements aim to develop a more dynamic, agile and responsive Public Service, while sustaining strong standards of performance and high levels of productivity.

Contacts:

Within the Marine Institute: CEO, Senior Leadership Team, Managers and Staff across all Service Groups, MI Board Chairperson and Board members.

External to the Marine Institute: Department of Agriculture, Food, and the Marine; Department of Climate, Energy, and the Environment; Department of Transport; Department of Housing, Local Government and Heritage; other Government Departments, semi-state bodies and agencies; European and International bodies and organisations

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale as of June 2026 for Administrative Assistant (Executive Officer grade) which runs from €38,803 - €63,227 on a full-time basis per annum pro-rated with time worked. You will commence on the first point of the scale 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 and operating systems in place.

Duration of Contract:

This role offers a contract of indefinite duration subject to consistent satisfactory performance and completion of a successful probation period. The successful candidate will be on probation for the first six months of this contract.

Conditions of Offer:

Internal offers are subject to receipt of one satisfactory reference check and the required medical assessment completed by a Marine Institute appointed medical professional where applicable for a role.

External offers require two satisfactory references and completion of an appropriate pre-employment medical or medical questionnaire completed by a Marine Institute appointed medical professional where applicable for a role.

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 the 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 the 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 **OCEO/EO/MTSR/OCT2026**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon, Thursday 15th of October**. Unfortunately, late applications cannot be accepted.

Eligible Candidates must be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 or a Stamp 5 visa.

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.