

## Marine Institute Job Description

<b>Position</b>	<b>Business Development Manager – Irish Maritime Development Office (IMDO)</b>
<b>Grade &amp; Contract</b>	<b>Section Manager (Assistant Principle) – Contract of Indefinite Duration (CID)</b>
<b>Service Group</b>	<b>Irish Maritime Development Office (IMDO)</b>
<b>Location</b>	<b>Marine Institute, 3 Park Place, Hatch Street, Dublin (The Marine Institute has a blended working policy in place)</b>

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

The **IMDO Business Development Manager** will lead an ambitious programme of work delivering on strategic objectives that meet important deliverables to Government and the Maritime Industry while looking to future opportunities for innovation and growth.

The position is an exciting opportunity for an experienced Business Development professional to contribute to the growth and development of the overall Maritime industry in Ireland. The successful candidate will be responsible for attracting new business clients in a competitive environment. The ideal candidate will be capable of interfacing at a senior level with industry stakeholders, including with ship owners, shipping companies, financial institutions, professional services firms, development agencies, port companies as well as government officials and will have the drive and ambition to succeed in a competitive global industry.

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

The Marine Institute is currently undertaking an organisational review. Upon completion, changes to roles and responsibilities are anticipated, as well as enhancements to Institutional Policies and Processes. The IMDO Business Development Manager's role may therefore be varied. As a senior member of the Marine Institute's management team the IMDO Business Development Manager will also share responsibilities for the implementation of these wider organisational changes.

### What Will You Be Doing Every Day?

#### Principal Tasks:

The IMDO Business Development Manager will be responsible for managing the delivery of the following:

1. Prepare and implement an annual business development plan, covering all aspects of IMDO business development activity, including engagement in Ireland and

- internationally, a breakdown of business development visits and events to be carried out and supported
2. Contribute to the development and implementation of the annual marketing and communications plans. Promoting Ireland as an internationally competitive location for Maritime business.
  3. Overseeing the business development activities to ensure the ongoing and effective communication of IMDO outputs including the website [www.imdo.ie](http://www.imdo.ie), marketing collateral, reports, workshops, conferences and other events.
  4. Prepare an annual spending forecast for business development. Manage the IMDO business development annual budgets. Including suitable assessment and evaluation of activities and monthly reporting on same.
  5. Actively engage with key stakeholders, public and private, to facilitate the development of a competitive environment in Ireland for shipping and related services and to facilitate the growth of the sectors. Maintain close working relationships with national and international companies and trading groups to identify investment and job creation opportunities.
  6. Establish and maintain relationships with key stakeholders including, but not limited to, state agencies and the private sector. Work closely with these stakeholders and maximise opportunities for collaboration.
  7. Support the Director in providing reports and advice to Department of Transport and other government departments as required.
  8. With the Director of IMDO, manage and motivate the Team within the IMDO.
  9. Provide information and advice to clients in Ireland and internationally. Prepare and deliver detailed, tailored, in country visit programmes for potential FDI customers.
  10. Identify potential target companies, maintain an up-to-date target list, on a country and company basis. Prepare plans of engagement on a country, intermediary and direct client basis. Maintain up to date records of all client interaction.
  11. Support the implementation of maritime specific objectives arising from the Government's plans for the development of the maritime industry as directed from time to time by the Minister or Department.
  12. Any other duties required from time to time as appropriate to the position.

The IMDO Section Manager will also have responsibility for the following:

- Preparation and monitoring of annual plans and budgets for business development.
- Driving forward the IMDO Strategy and implementation planning in line with MI strategic goals.
- Management of all Business Development Activities.
- Input to staff development and PMDS.
- Management of external suppliers and consultants whose activities relate to business development activities.

## What do You Need to Have Done to Apply for This role? (Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience and Training)

### Essential criteria:

In line with [Recruitment Requirements by Grade](#)

- A degree and / or equivalent professional qualification in a relevant business discipline.
- A minimum of five years post qualification work experience in a relevant business related role.
- Experience supporting the development and implementation of Strategic Plans.
- Experience of working with budgets and financial planning.
- Extensive experience in both networking and credibly developing and relationship managing a range of stakeholder's groups, including internal contacts, clients, industry stakeholders and government.
- Highly effective and articulate communications skills, both verbal and written, including demonstrated experience in presenting to large audiences.
- Experience analysing and interpreting complex information and economic data, with an ability to quickly assimilate information and to identify key issues.
- Experience of planning and delivering projects; maximising available resources, setting achievable timeframes, resolving conflict before it develops.
- Change management experience, including the ability to proactively identify and implement appropriate improvements.
- Experience of working in a target driven, client facing environment.
- A high level of computer literacy (Word, Excel, Outlook, PowerPoint).
- Effective communication skills both verbally and in writing – internally and externally at all levels including for a policy audience.
- Proven collaborative skills and experience including team working and wider project outreach and networking.
- Proven experience in reviewing and evaluating business proposals and programmes, and in the preparation and evaluation of high value proposals.
- Proven experience in financial management (budgeting and reporting).
- Demonstrated project development, management and service delivery.

### Desirable criteria:

- Experience working in an international business sector.
- Interest in and knowledge of Ireland's maritime sector.
- Experience working with FDI clients in an inward investment agency or equivalent.
- Knowledge of the asset leasing industry e.g. aviation or maritime assets.
- Some knowledge of marketing, communications, events management and economics.

### Personal attributes required for the role:

- A self-starter with entrepreneurial skills.
- Sound, balanced judgement and strong analytical abilities.
- Demonstrates strong leadership qualities and a willingness to take responsibility for decisions.
- Be reliable, flexible and able to remain calm under pressure, while responding effectively to changing demands.
- Solutions-oriented with good initiative and problem-solving ability.
- Performance oriented and able to work to delivery of agreed targets.
- Excellent communication and interpersonal skills, demonstrating a high level of diplomacy in advancing goals with a range of partners and stakeholders.
- Approach work with energy and a positive attitude.
- 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).
- Commitment and drive to overcome obstacles and motivate others in delivering results.
- Willing to travel for national and international meetings and events.
- Possess a diplomatic manner, with the ability to resolve issues before conflict occurs with stakeholders.

### 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 function, a business development function, a communications and marketing function, EU project policy and advice function. The successful candidate will have regular engagement with all personnel within the IMDO.

### Who Will You Report to ?:

The individual will report to the Director, Irish Maritime Development Office.

## What we offer

We value our staff, and their contribution to the work of the Marine Institute. The Marine Institute provides benefits to promote a healthy work-life balance and to help staff to develop professionally. These benefits include personal and career development, work/life balance policies, investing in lifelong learning, an employee assistance programme, “Bike to Work” Scheme, staff medicals and annual flu vaccination.

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.

### **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).

## Who Will you Work with?:

**Work will primarily be carried out in the IMDO’s offices in 3 Park Place, Hatch Street, Dublin 2. The Marine Institute has a Blended Working Policy in place which is accessible in line with policy stipulations and probation requirements.**

From time to time the successful candidate will also be required to travel overseas and within Ireland. When absent from home and place of work on duty you will be paid appropriate travelling expenses and subsistence allowances.

**Internal:** Director of IMDO, staff of IMDO and CEO, Directors, Management and Staff of the Marine Institute.

**External:** National and International Private Sector, State Agencies, Government Departments, Representative Organisations and general public.

## Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Section Manager / Assistant Principle Grade which as at August 2025 runs from €81,475 to €101,535 based on a full time role per annum pro-rated with time worked. You will commence on the first point of the scale €81,535 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:

The annual leave entitlement at Section Manager 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 role comes with the offer of a Contract of Indefinite Duration that will be issued subject to successful completion of a 9 / nine-month probationary period and consistent satisfactory performance.

## Who is the Marine Institute?

The Marine Institute is a non-commercial public body, which was formally established by statute (Marine Institute Act, 1991) in October 1992.

Under the Act, the Marine Institute has statutory responsibilities:

***“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 & Food Safety Services, (3) Fisheries Ecosystems Advisory Services, (4) Irish Maritime Development Office, (5) Policy, Information and Research Services and (6) Corporate Services. The Marine Institute is currently undertaking an organisational review. Changes to the Institute's organisational structure are anticipated to ensure the resilience of the organisation and its continued effectiveness in responding to immediate and emerging demands.

The Marine Institute 5 Year Corporate Strategy (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 **IMDO/APBD/DEC25**.

#### **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.

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

All applications for this post should be received by the Marine Institute in advance of **12 noon on Monday, 8<sup>th</sup> of December 2025**. 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 recruitment 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 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.**