

Marine Institute Job Description

Position	PEACEPLUS Projects Data Management Officer – Scientific and Technical Officer
Grade & Contract	Scientific & Technical Officer Grade Temporary Specified purpose contract (PEACEPLUS funded) up to 30th September 2029
Service Group	Ocean Climate and Information Services (OCIS)
Location	Marine Institute, Oranmore, Co. Galway, Ireland (Noting that the Marine Institute has introduced a Blended Working Policy, which you may be able to apply for in due course in line with the Policy.)

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

PEACEPLUS is a new cross-border funding Programme managed by the Special EU Programmes Body and is supported by the European Union, the Government of the United Kingdom of Great Britain and Northern Ireland, the Government of Ireland, and the Northern Ireland administration. The Programme is designed to support peace and prosperity across Northern Ireland and the border counties of Ireland, building upon the work of the previous PEACE and INTERREG Programmes. The MI is leading the Data Management work packages within 2 PEACEPLUS-funded projects (ACCLIMATISE and MOSAIC) under Theme 5.2 Supporting a Sustainable and Better Connect Future – Marine and Coastal Management.

The ACCLIMATISE Project (€7,111,978.67). Led by the Agri-Food and Biosciences Institute, it will focus on promoting climate change adaptation by developing monitoring tools, strategies and action plans for more effective, ecosystem-based marine management.

The MOSAIC Project (€8,069,141.48). Led by Loughs Agency, the project will create a cross-border marine biological observation system that gathers data on endangered and declining species, along with their ecological environments. The aim is to generate data-driven action plans and decision-making tools to bolster ongoing monitoring activities.

The PEACEPLUS Projects Data Management Officer (STO Grade) will support the operational aspects of data governance and management across the ACCLIMATISE and MOSAIC project consortiums. They will assist in data curation, metadata documentation, catalogue population, and quality assurance, working closely with consortium data contributors to ensure compliance with FAIR principles and international metadata standards.

The individual will work within the Institute's Information Services and Development team. This role will support each project's capacity to supply robust data sets with high-quality content and metadata, which can be utilised by a range of stakeholders nationally and internationally, not only during the funding lifespan but also long after the projects have completed.

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.

What will you be doing every day?

Principal Tasks:

Metadata Management & Cataloguing

- Support the collation, documentation, and standardisation of metadata for project datasets (both legacy and new).
- Assist in publishing metadata to the federated project Data Catalogues and ensure dataset discoverability and accessibility.

FAIR Compliance & Documentation

- Implement procedures to ensure project datasets meet the FAIR principles, with guidance from the PEACEPLUS Projects Data Co-ordinator.
- Maintain accurate documentation on data storage, provenance, and accessibility.

Quality Control & Reporting

- Contribute to data quality review processes for datasets produced by the consortium.
- Support publication of datasets with DOIs and related citation metadata.
- Assist in documenting QA/QC protocols for tracking and observational datasets.

Training & Capacity Support

- Participate in best-practice workshops.
- Act as a support resource to data generators within the consortium to improve data handling and metadata practices.
- This aspect of the role may require some travel nationally and internationally.

Data Transfer & Repository Submission

- Assist in the preparation and submission of datasets to national and European repositories (e.g. MI, MEDIN, EMODNet).
- Help maintain records of repository submission requirements and ensure datasets are properly archived.

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 degree in science, engineering, or a relevant scientific or engineering discipline
- 1–3 years of experience in data stewardship or data management.
- Experience in working with structured databases, preferably using SQL to query enterprise databases such as SQL Server.
- Familiarity with environmental metadata standards (e.g. ISO19115, MEDIN, INSPIRE) and FAIR principles.
- A demonstrated strong attention to detail, particularly with regard to developing reports or other documentation.
- Demonstrable ability to work independently and collaborate effectively with a team or group to deliver on a common goal.
- Excellent written communication skills and willingness to engage in training activities.

Ideally nice to have / Desirable:

- Exposure to scientific or environmental data would be beneficial.
- An understanding of data tools and scripting languages e.g. Python, Jupyter notebooks.
- Experience of working with biodiversity data.
- Experience in using project management processes.
- Experience with version control would be very beneficial, e.g. AGILE with DevOps/GitHub.
- Some familiarity with the marine sector.

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

This is an exciting opportunity to work on progressing developments in support of biodiversity dataset archival and preservation at the Marine Institute, in its role as the National Oceanographic Data Centre for Ireland. The data gathered by the PEACEPLUS projects will underpin and inform key policy outputs and long-term preservation of these datasets will support transparency and reproducibility in this process and enable re-use of these data in future initiatives. This position will suit an adaptable, enthusiastic, and diligent person.

You should:

- Be solutions-oriented with good initiative and problem-solving ability.
- Have an ability to work in an organised manner and progress work independently.
- Be able to work within a matrix structure.
- Have good interpersonal skills, with ability to positively interact with a wide range of personality types.
- Have an ability to effectively communicate results of teamwork in written and audio-visual formats.

Description of Service Group: Ocean, Climate & Information Services (OCIS) – The wider team

The mission of OCIS is *“to provide scientific, operational and analytical support and services to strategic RTDI and statutory monitoring programmes (at national and international level) to promote and support the sustainable development of Ireland’s marine resources”*

Ocean Climate and Information Services incorporates:

- Information Services & Development
- Advanced Mapping Services
- Research Vessel Operations
- Oceanographic & Climate Services
- Marine Research Infrastructures

Information Services & Development (IS&D)

Information Services & Development (IS&D) is responsible for the co-ordination of data activities and the provision of information technology. IS&D are made up of four teams:

- **Data Management:** the team works with groups throughout the organisation to promote best practice in data process and technology. This includes providing guidance and support to promote best-practice management of the Institute’s scientific data assets, storing data in central databases, facilitating access to data through catalogues and a variety of data services. The team is also focused on development of connectivity with national and international data networks and also engaging with research programmes nationally and internationally.

- **Application Development:** the team manages software development and systems integration services in support of Institute operational and research activities, including for sensor data services, labs information systems, and online services. In particular, the team focuses on supporting operational activity where off-the shelf solutions are not available and facilitate integration with other Institute systems.
- **IT Operations:** the team develops and operates the Institute’s ICT infrastructure to ensure it operates in a reliable and efficient manner and with cyber-resilience as a cornerstone, in addition to enabling the development of new operational and advanced research capabilities.
- **SLA Technical Data Services:** the team provides technical data and information service support to specific marine environmental programmes such as MSP and MSFD under the SLA with DCEE.

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

The successful candidate will report to the PEACEPLUS Project Data Coordinator (Team Lead Grade) within the OCIS Service Area.

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:

Within the Marine Institute

OCIS Director, IS&D Team, OCIS and FEAS Data Co-ordinators, wider OCIS staff, other Sections Managers, Team Leaders, Scientific and Technical Officers across MI Service Groups, Corporate Services support staff.

Outside the Marine Institute

PEACEPLUS project partners, researchers, external suppliers and contractors.

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, Department of Finance approved Salary Scale for Scientific & Technical Office Grade which runs from €40,374 - €81,218 (as of June 2026) on a full time basis per annum pro-rated with time worked. You will commence on the first point of the scale (€40,374) 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 or are a member of another Public Sector Scheme

Annual Leave:

Annual leave entitlement for a Scientific Technical Officer is 25 working days per annum pro-rated to reflect time worked. 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:

The specified purpose contract of employment will be for the period up to the 30th of September 2029. 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 the national agency responsible for marine research, technology, development and innovation (RTDI). The Marine Institute seeks to assess and realise the economic potential of Ireland’s 220-million-acre marine resource; promote the sustainable development of marine industry through strategic funding programmes and scientific services; and safeguard the marine environment through research and environmental monitoring. The Institute works in

conjunction with the Department of Agriculture, Food and Marine (DAFM) and a network of other Government Departments, semi-state agencies, national and international marine partners.

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.*

In order to achieve this vision, the MI have six service areas; (1) Ocean, Climate and Information Services, (2) Marine Environment & Food Safety Services, (3) Fisheries Ecosystems Advisory Services, (4) Irish Maritime Development Office, (5) Policy, Innovation and Research Services and (6) Corporate Services.

The Marine Institute 5 Year Strategic Plan (2023 to 2027) is available at:

<https://oar.marine.ie/handle/10793/1861>

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. All correspondence for this post should quote reference **OCIS/STO/DATA/JULY2026**.

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon Thursday, 16th of July 2026**. 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 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.