

### Marine Institute Job Description

Position	<b>Quality Manager - Team Leader</b>
Contract	<b>Contract of Indefinite Duration, (following completion of successful probation period)</b>
Service Group	<b>Marine Environment &amp; Food Safety Services (MEFSS)</b>
Location	<b>Oranmore, Galway</b>

#### Brief Description of 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, as a global leader in ocean knowledge, empowering Ireland and its people to safeguard and harness ocean wealth.*

Our Mission - *The Marine Institute, provides government, public agencies and the maritime industry with a range of scientific, advisory and economic development services that inform policy-making, regulation and the sustainable management and growth of Ireland’s marine resources. The Institute undertakes, coordinate and promotes marine research and development, which is essential to achieving a sustainable ocean economy, protecting ecosystems and inspiring a shared understanding of the ocean.*

In order to achieve this vision, the MI have six service areas; (1) Ocean Science 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 (2018 to 2022) is available [here](#)

Harnessing our Ocean Wealth (HOOW) is an Integrated Maritime Plan (IMP) for Ireland. HOOW sets out a roadmap for the Irish Government’s vision, high level goals and integrated actions across policy, governance and business to enable our marine potential to be realised. Goal 2 of HOOW focuses on healthy marine ecosystems and specifically; to protect and conserve our rich marine biodiversity and ecosystems; manage our living and non-living resources in harmony with the ecosystem; implement and comply with environmental legislation (see [www.ouroceanwealth.ie](http://www.ouroceanwealth.ie)).

## Brief Description of Service Group:

### **Marine Environment & Food Safety Services**

Marine Environment & Food Safety Services provide government agencies, industry and other clients with marine licensing advice, and food safety, environmental and fish health scientific services; through the implementation of monitoring and research programmes and the provision of advice and regulation. The successful candidate will be based in M.I. Headquarters in Rinville, Oranmore, Co. Galway.

- We provide expert integrated advice to Government in support of sustainable development and management of the marine environment; and technical support on implementation of European and national food safety and environmental legislation
- Working with the Food Safety Authority of Ireland and the Sea Fisheries Protection Authority, we monitor seafood safety, supporting the Irish seafood industry's reputation for high quality products and meeting national and international regulatory requirements. For example:
  - The national biotoxin monitoring programme prevents the placement of toxic shellfish on the market; and
  - Testing of commercial landings of fish and shellfish for the presence of environmental contaminants and farmed finfish for residues of veterinary medicines is carried out to ensure compliance with strict European food safety standards.
- The team works with the Environmental Protection Agency in delivering significant components of the Water Framework Directive monitoring programme.
- We test for fish and shellfish diseases and aim to maintain Ireland's superior fish and shellfish health status, supporting the aquaculture industry and inland fisheries sector.
- We undertake the national sea lice monitoring programme on marine salmonid farms.
- We undertake national and international collaborative research projects in support of our core monitoring and advisory services.
- Our fish health unit is the national authority responsible for implementation of EU and national aquatic animal health legislation. We oversee and monitor the movement of finfish and shellfish into, out of, and within Ireland.

All of the food safety, environmental monitoring and fish health work are accredited in accordance with ISO/IEC 17025:2005 2nd Edition. The work of the Fish Health Competent Authority is ISO 9001:2015 certified.

### **Summary of the Role:**

The successful candidate will:

- Carry out the role of Quality Manager within MEFSS to maintain the high standard of accreditation/certification (ISO/IEC 17025:2017 3rd Edition and ISO 9001:2015) and expand the scope, as necessary.
- Represent the Institute in discussions with accreditation bodies and auditors, as well as with FSAI, vendors, sub-contractors and other relevant agencies.
- Keep abreast of evolving national and international legislation and regulations to ensure that the scope of the Marine Institute quality system satisfies requirements - including the policies and standards to which the quality system adheres.
- Identify opportunities for improvements and efficiencies in laboratory based activities within MEFSS (e.g. through the use of laboratory information management systems).
- Work closely with the Facilities Management function of the Marine Institute to ensure that best usage is made of the Institute's laboratory facilities.
- Work closely with the Purchasing function of the Marine Institute to ensure:
  - Good practice and efficient supply and availability of laboratory consumables
  - Good value is achieved in the procurement of goods and services, in particular those relating to maintenance and servicing of laboratory equipment.

- Carry out Health and Safety activities for MEFSS, and ensure that policies, procedures and risk assessment are fit for purpose and adhered to.
- Promote the quality ethos within MEFSS.

### Background to Requirement:

The Marine Institute (MI) provides laboratory services in support of seafood safety, marine environment and fish health legislation and obligations. These various legislative obligations require that the methods used to carry out analytical and diagnostic testing are accredited in accordance with ISO/IEC 17025:2017 3rd Edition. The MI has Irish National Accreditation Board (INAB) accreditation since 2001. The scope of accreditation includes:

- Chemistry Scope
  - High Performance Liquid Chromatography (HPLC)
  - Liquid Chromatography Tandem Mass Spectrometry (LC-MS/MS)
  - Graphite Furnace Atomic Absorption Spectrometry (GFAAS)
  - Inductive Coupled Plasma Mass Spectrometry (ICPMS)
  - Gas Chromatography Mass Spectrometry (GCMS)
  - Hydride Generation Atomic Fluorescence Spectrometry (HGAFS)
- Biology Scope
  - Molecular Diagnostics by Polymerase Chain Reaction (PCR)
  - Microbiological screening
  - Bacteriology methods by ELISA
  - Parasitology and Histology (Microscope techniques)
  - Virology by cell culture

The scope of accreditation has been extended every year since 2001 to meet the increasing demand for accredited services and is likely to be extended further. The Laboratory Quality System is well established and is supported by a Deputy Quality Manager as well as Technical and Deputy Technical managers in all service areas.

The Marine Institute is the Competent Authority for EU fish health legislation (2006/88/EC). The successful candidate shall, in conjunction Fish Health Unit Manager, have responsibility for maintaining ISO 9001:2015 certification for the work of the Competent Authority Office.

### Principal Tasks:

- Manage the quality assurance function (ISO/IEC 17025:2017 3rd Edition and ISO 9001:2015) within MEFSS.
- Maintain and update the Quality Manuals (ISO/IEC 17025:2017 3rd Edition & ISO 9001:2015) and ensure that INAB and NSAI policies and procedures are reflected in the QM and associated SOPs.
- Ensure that an appropriate audit schedule is in place and that audits are carried out to a high standard in a timely manner.
- Ensure that Non Conformances are raised where required and that appropriate corrective preventative action is taken in a timely manner.
- Carry out annual management review of the Quality System to ensure the continued suitability of policies and procedures
- Organise and chair quality-related meetings to ensure that quality activities are assigned and completed and that MEFSS staff are informed of changes and improvements.
- Participate in off-site audits of subcontract laboratories.
- Manage and develop the compliance management software system (*Paradigm*) to ensure compliance with ISO/IEC 17025:2017 3rd Edition and further expand the application of this software.
- Work closely with technical managers, deputy technical managers to maintain and expand the scope of accreditation to support delivery of a high quality service to MI's clients.

- Identify and assign Quality System related tasks to the Quality System members.
- Advise the various management teams within the Institute on the application of INAB and relevant EU legislation in the area of quality assurance and accreditation.
- Monitor the activities of the Institute and identify applicable standards that may be of benefit to the operations and reputation of the Institute, and integrate such standards to the Quality System as appropriate
- Represent the Institute in discussions with accreditation bodies and auditors, as well as with FSAI, vendors, sub-contractors and other relevant agencies.
- Manage a calibration schedule (temperature, weight, time) to ensure that measurements are traceable to the appropriate standards.
- Identify opportunities for efficiencies in the utilisation, maintenance and calibration of laboratory equipment.
- Work with the Lab management group to ensure that laboratory activities are co-ordinated and executed efficiently.
- Identify opportunities for improvements and efficiencies in laboratory-based activities within MEFSS (e.g. through the use of laboratory information management systems).
- Engage with the MI procurement team:
  - Ensuring that purchases and suppliers meet the requirement of the Quality System.
  - To ensure best practice in the supply of laboratory consumables.
- Carry out Health and Safety activities for MEFSS, ensuring that appropriate H&S procedures and risk assessment are available and operational.
- Work with colleagues across the MI to support the implementation of cross service quality and risk management related projects and activities.
- Any other duties assigned from time to time as appropriate to the position.

#### Reporting Structure:

The successful candidate will report directly to the Director of MEFSS.

#### Contacts:

##### **Within the Marine Institute:**

Director MEFS, MEFSS Section Managers, Deputy Quality Manager, Technical and Deputy Technical Managers, Senior Laboratory Analysts and Laboratory Analysts, colleagues in MEFS and other MI Service Groups.

##### **External:**

FSAI, INAB, Government Agencies, EU Commission, vendors and sub contract laboratories.

#### Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience, and Training

#### Essential:

- A Degree in Science, Quality or an equivalent relevant qualification.
- A minimum of three years' relevant post qualification work experience.
- Direct relevant work experience of significant involvement in a laboratory quality management system – e.g. as quality manager/deputy or technical manager/deputy.
- Significant knowledge of and experience with the ISO/IEC 17025:2017 3rd Edition standard.
- Extensive experience of working in an ISO/IEC 17025:2017 3rd Edition quality system setting in a laboratory environment.
- Experience of organising and participating in an INAB audit and preparing a quality team for this process.
- Knowledge of/experience with laboratory Health & Safety/Risk Assessment procedures.

- Good knowledge and understanding of technical procedures and principles for validation of analytical test methods.
- Proven experience in working with document control software (e.g. *Paradigm*).
- High Level of experience in the use of Microsoft Office software packages.
- Proven report writing Skills, ideally to include Technical reports.
- Excellent interpersonal skills and an ability to work with and effectively communicate with colleagues within the Marine Institute and external to the organisation.
- A proven ability to manage people effectively.
- Demonstrated ability to implement effective project management including budgetary management.
- The ability to communicate effectively both verbally and in writing with a range of audiences.
- The ability to manage time effectively and work to deadlines
- A full clean Driving License.

#### Desirable:

- Quality-related qualification – e.g. Diploma in Quality Management; Food Safety or Laboratory Lead Auditor.
- Knowledge of/experience with other relevant standards – e.g. ISO 9001:2015, ISO/IES 17043:2010.
- Broad understanding of technical aspects of the work of MEFSS and the relevant food safety, environmental and fish health legislation.
- At least five years' experience working in lead Quality role in a multi-disciplinary laboratory environment.

#### Training:

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

#### Special personal attributes required for the position:

- Strong interpersonal skills and the ability to communicate effectively at all levels.
- Enthusiasm and dedication to quality standards and risk management.
- Demonstrates energy, dynamism reliability and a positive attitude
- Takes ownership of tasks and is determined to see them through to a conclusion.
- An ability to work in an organised manner and progress work independently, managing time effectively to deliver multiple outputs on time.
- A collaborative and open approach to project and programme success.
- Self-sufficiency, while being a good team player.
- Possesses sound, balanced judgement and strong analytical abilities.
- Possess a diplomatic manner, with the ability to resolve issues before conflict occurs with stakeholders.
- Strong leadership qualities.
- The ability to remain focused when multiple important deadlines coincide
- Solutions orientated with excellent initiative and problem solving skills
- Self-sufficiency, while being a good team player.

#### Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Team Leaders (Engineer II Grade) which runs from €62,033 to €75,399\* gross per annum, pro-rated with time worked. You will commence on the first point of the scale and will become a member of the Single Public Service Pension Scheme unless you are currently employed in or have worked in the Public Sector in the past 6 months and are a member of another Public Sector Scheme.

\*Salary scale as at September 2019 inclusive of 1.75% public sector increase.

#### Annual Leave:

The annual leave entitlement for a Team Leader is 27 working days per annum pro-rated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. 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:

The successful candidate will be offered a Full time contract of indefinite duration subject to successful completion of a satisfactory 12 month probation period.

#### 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. All correspondence for this post should quote reference **QUALITY/TL/Aug.2019**

#### Closing date for applications

All applications for this post should be received by the Marine Institute in advance of **12 noon on Monday 9<sup>th</sup> September 2019**. Please note that late applications will not be accepted and candidates should make themselves available for interview on **Friday 13<sup>th</sup> September 2019**.

**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 data and documents policy. All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.

**The Marine Institute is an equal opportunities employer**