

Marine Institute Job Description

Position	Team Leader – Research Office Temporary Project Support
Grade & Contract	Team Leader Grade - Temporary Specified Purpose Contract up to 30th June 2028
Service Group	Policy, Innovation and Research Support Services (PIRS)
Location	Marine Institute, Rinvile, Oranmore, Co. Galway (The Marine Institute has a Blended Working Policy in Place)

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

The successful candidate will work in close cooperation with the core team in PIRS, researchers and colleagues in the Marine Institute (MI) and hold responsibility for delivering a targeted programme of support and infrastructure for pre- and post-award research support with a particular emphasis on research performance, excellence, culture and impact.

The Marine Institute has a multi-faceted role in research as a research funder, in national research coordination, and as a research performer. This newly created position is specifically linked to supporting the MI role and enhancing activity and systems as a Research Performing Organisation (RPO). It will help to advance the objective of the MI Strategic Plan to deliver impact through research and innovation and to “strengthen the Marine Institute’s capability and capacity *in strategically important research areas.*”

Reporting to the International Programmes Section Manager, and working closely with the support of an Administrative Assistant function (job share), the Team Leader will be responsible for ensuring MI compliance in light of an expanding range of national and EU research governance and best-practice requirements that are mandatory for RPOs. The Team Lead will work with the MI research community to foster research excellence and impact and in further developing the Marine Institute’s research culture as an innovative and creative research environment.

Duties will include ensuring effective adherence to, and implementation of, existing relevant MI, national and EU R&I best practice, policies and regulations. This will require proactive engagement with Research and Technology Transfer Offices in other RPOs, and with research management networks at national and EU level (e.g. the European Association of Research Managers and Administrators, EARMA). The successful candidate will also take the lead in ensuring that MI internal research policies and procedures are up-to-date and fit for purpose, including the co-development, when required, with internal stakeholders of new policies to address and ever-evolving research environment.

The role will require the building of an enhanced suite of pre-award supports to MI researchers in developing research proposals and in the level of training and funding opportunities available to them. It will also address the other end of the research project life cycle, by working to improve the dissemination and impact of research being undertaken by the Marine Institute.

What Will You Be Doing Every Day?

Principal Tasks:

- Working with the core PIRS team, the individual will put new processes and systems in place to optimise all aspects of research performance in the Marine Institute, guiding the appropriate allocation of resources, assessment of strategic research opportunities, research programme reporting, and implementing governance and compliance functions (in partnership with MI researchers and colleagues in PIRS and Corporate Services).
- Lead on implementation the MI Research Framework, as well as implementing, evaluating and co-creating new internal R&I policies in response to evolving compliance requirements and in line with international best practice.
- Ensure ongoing data collection and monitoring of MI research performance, identifying and communicating patterns to change in funding, research excellence, compliance, outputs and impact. Prepare quarterly research reports and assessments for provision to the Senior Leadership Team.
- Develop a basic IP and technology transfer support function for the MI, providing a first point of contact for IP issues as they arise and engaging with and securing external expertise for specific IP requirements as they emerge.
- Prepare training material and develop and roll out dedicated training programmes for the Marine Institute on key areas of compliance including research integrity, the use of AI in research, research security, research impact and any other research related policies and initiatives necessary;
- Participate actively in national and EU networks and forums for research managers and administrators and build a strong network of research managers and stakeholders.
- Act as an advocate for Marine Institute as a RPO and facilitate engagement of MI researchers in external research partnerships and initiatives.
- Organise training material, webinars and associated resources for MI researchers that address specific research topics, calls and proposals for national and European funders;
- Provide specific advice and support to MI researchers in developing strong funding proposals, and in ensuring the MI retains a high success rate in national and EU funding applications. Ensure that researchers meet proposal requirements and carry out all the necessary verifications, in conjunction with the Research and Systems Accountant.
- Conduct background analyses and work with internal and external stakeholders to identify challenges and opportunities for researchers. Draft research policy documents for consultation and review by staff and the Senior Leadership Team, which will address priority research issues and research culture;
- Evaluate international research assessment frameworks, pathways to research impact and recommend options for implementation in the Marine Institute;
- Support the building of scientific and technical capacity for research in the Marine Institute, including identifying and implementing career pathway opportunities;
- Liaise with other national and international partners and stakeholders ensuring appropriate linkages and synergies to other relevant initiatives at national, EU and international level; e.g. through structured dialogues, meetings, workshops and site visits;

- Assist in national research reporting, e.g. NRIF, NORF, Knowledge Transfer Ireland etc;
- Review, evaluate and disseminate outputs from research projects funded in the Marine Institute and provide recommendations on research impact initiatives.
- Work closely with and provide daily management and supervision of the Administrative Assistant support function (1 FTE job share) in the Research Office;
- Support the Director of Policy Innovation and Research Services and the International Programmes manager on engagement for national research initiatives, e.g. Impact 2030, DAFM Research meetings and the Ocean Knowledge 2030 strategy;
- Working with the MI Communications Team, build and implement and communications plan to promote Marine Institute research and its outputs, including web presence, social and traditional media and presentation at events and conferences; and
- Any other duties relevant to the role and grade that may arise from time to time as assigned by the Director of PIRS.

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 primary degree in a relevant area (e.g. science, engineering, business or finance);
- A minimum of three years' of relevant post qualification work experience in a busy research office or research management role
- Proven ability in managing high-performing staff and teams;
- Proven ability to manage and integrate complex requirements into clear action planning, and succinct documents and strategies;
- Demonstrate full independence, impartiality and confidentiality in conducting the scope of work;
- Demonstrated ability to identify, evaluate and manage risk;
- Demonstrated experience of working in roles that require working on own initiative;
- Demonstrated ability to work in an environment with high demands and outputs and an environment with evolving demands;
- Track record of producing financial, technical and management reports.
- Track record of proposal writing experience and supervision from multiple funding sources.
- Demonstrated experience and knowledge of working in roles that include ensuring compliance with good governance practice and compliance practices;
- Excellent written, verbal and communication skills with an ability to maintain good relations with customers, peers and direct reports;
- High level of accuracy and attention to detail; Confident and assured in explaining requirements to others and ensuring compliance with organisation policies and procedures; and;
- Demonstrated experience in the use of standard MS Office software packages to include the use of Excel, Word and PowerPoint to a high standard of expertise.

Ideally Nice to Have / Desirable:

- A postgraduate degree in a relevant area or discipline;
- Knowledge of/ direct experience of national and/or international research funding programmes.
- Experience of working in development and advisory role.
- Experience of input to plans and strategies for setting research priorities and policies. Knowledge of/ experience diverse funding streams.

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 Marine Institute researchers and research impact.

This position would suit an adaptable, enthusiastic, and diligent person.

- Ability to travel nationally and occasionally internationally
- Able to work in an organised and manner and progress work independently.
- Demonstrate energy and a positive attitude.
- Bring a solutions focus, initiative and ideas.
- Be reliable and flexible.
- Strong communication & interpersonal skills and an ability to address differing opinions in a proactive and constructive manner.
- An ability to remain calm under pressure.
- Ability to effectively prioritise multiple outputs and manage time to deliver outputs on schedule (including multiple equally important deliverables).
- Approaching work in a careful and methodical manner, always displaying accuracy, even when conducting routine and repetitive work.

Description of Service Group and the Wider Team

Policy, Innovation and Research Support (PIRS) plays a key role in supporting and promoting marine research and innovation within the Marine Institute, and at national and international level. PIRS works collaboratively to implement key aspects of the MI Strategy, Building Ocean Knowledge, Delivering Ocean Services, with relevance across all parts of the strategy and particularly focused on achieving the goals of the Strategic Priority - Delivering Impact Through Research.

At the national level, PIRS coordinates the development of advice and input on behalf of the MI to national research strategies and policies.

In collaboration with Corporate Services, PIRS hosts the Research Coordination and Support function for the Marine Institute.

PIRS leads and coordinates MI participation in a range of international science policy fora aimed at advancing the MI and Ireland's international research collaborations and influencing the international research agenda. On behalf of the MI, PIRS provides a range of services to the Irish marine and maritime research community to maximise the national success rate in winning international research funding.

A key role of the Service Area is to manage the circa €7m per annum in competitive grant-aid funding awarded under the Marine Research Programme. In tandem with this PIRS promotes MI-funded and other national marine and maritime research to raise the profile and awareness of Marine R&I activity in Ireland and internationally.

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 will report to the International Programmes manager.

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:

Marine Institute: PIRS Director, International Programmes, PIRS team members, MI Senior Management Team and liaison with other teams and researchers throughout the Marine Institute.

Externally:

Research Offices and researchers in the HEIs, researchers based in Public Research Bodies, Research Funding Organisations, research networks, Companies (both National & International) in the marine sector.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Team Leader (Engineer II Grade) which runs from €73,961-€90,198 on a full time basis per annum pro-rated with time worked. You will commence on the first point of the scale €73,961 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 a Team Leader Grade 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 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 specified purpose contract of employment will be for the period up to the end of June 2028. The successful candidate will be on probation for the first nine 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 **PIRS/TL/RESEARCH/JUN25**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12pm, noon Friday 13th June 2025**. 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.