

## Marine Institute Job Description

<b>Position</b>	<b>BlueActionAA Project Administrator</b>
<b>Grade &amp; Contract</b>	<b>Administrative Assistant (Executive Officer). Specified Purpose Contract up to 31st August 2029, 4-year period (Funded under Horizon Europe)</b>
<b>Service Group</b>	<b>Policy, Innovation &amp; Research Support (PIRS)</b>
<b>Location</b>	<b>Marine Institute HQ, Oranmore, Co. Galway (The Marine Institute has a Blended Working Policy in Place)</b>

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

#### Project Background

This is an exciting opportunity to lead an EU Horizon Europe action in support of the EU Mission ‘Restore our Ocean and Waters’ (the Mission). The Mission, launched by the European Commission is a testament to the importance and relevance of these objectives, targeting the protection and restoration of marine ecosystems by 2030 through regional ‘Lighthouses’ focusing on specific objectives for each lighthouse. The Mission is designed to fulfil three interlinked and mutually supportive objectives: “i) Protect and restore marine and freshwater ecosystems and biodiversity; ii) Prevent and eliminate pollution of our ocean, seas and waters; and, iii) Make the sustainable blue economy carbon neutral and circular”.

Mission objectives are to be implemented in two phases: ‘development and piloting phase’ (2021-2025) acting as lighthouses, and a ‘deployment and upscaling’ phase (2026-2030). The Ocean Mission emphasises community-led initiatives as essential for achieving its goals of restoring ocean, sea, and water health by 2030. By empowering local communities—especially those in coastal and indigenous areas—these initiatives leverage local knowledge, foster ownership, and promote tailored solutions for environmental challenges.

BlueActionAA is a project focused on facilitating success, the role of the project is to scale up/scale out solutions to meet the Mission Restore our Ocean and Waters by 2030. BlueActionAA aims to mobilise and engage communities across the Atlantic and Arctic regions in ambitious efforts to restore and protect marine and freshwater ecosystems. BlueActionAA will address the three types of support to communities of actors: 1) financial support to third parties (cascading grants) to community-led pilot actions; 2) cascading grants for transition agendas; and 3) technical assistance, to be provided by the consortium.

#### Who will you work with & what will the role involve

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

The Project Administrator will assist the BlueActionAA Manager by tracking and reporting the progress of all work packages in the project. In addition, under the guidance of the BlueActionAA Manager the Project Administrator will work independently to provide Coordination, Communications and Administrative support to the Project. This will include financial reporting, support for technical reporting, the organisation of annual All Atlantic Forums and networking events and liaising with a wide range of interested parties.

## What Will You Be Doing Every Day?

### Principal Tasks:

- Provide day-to-day support to the administration and management of the BlueActionAA project, including tracking and reporting of BlueActionAA tasks, deliverables and milestones, as a key part of the BlueActionAA project coordination team.
- Engage with and respond to requests from the European Commission Services in relation to the requirements of BlueActionAA to support the EU Mission 'Restore our Ocean and Waters'.
- Support and manage effective and efficient internal communications for the BlueActionAA project consortium, engaging proactively with the project partners and the EC Commission Services.
- Support the BlueActionAA project manager and coordinator in the implementation of all tasks under MI leadership, including WP1 (project coordination) and WPs 2 - 8 (as required).
- Provide input and support on behalf of the coordination team to other key functions of the BlueActionAA project and their respective consortium leads.
- Support the BlueActionAA Manager in the provision of a secretariat support to all Work Packages and deal with all legal, contractual, ethical, financial and administrative matters.
- Support the BlueActionAA Project Manager and Consortium partners in the ongoing process of engagement with national, European and international stakeholders in Mission Ocean.
- Provide support as required to the higher governance levels of the Mission, including the Mission Secretariat, BlueActionAA Steering Committee, High-Level Board and the broader partnership.
- Any other duties relevant to the role and grade that may arise from time to time, as assigned by the BlueActionAA Manager and the Director of PIRS

The Marine Institute is currently undertaking a review of organisation structure, which when complete may impact the roles and duties of employees and bring about change. Any impacts or changes will be communicated.

## 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 relevant qualification in business administration or science science-related discipline, and relevant experience.
- At least 18 months of relevant work experience in a busy administrative environment (ideally to include experience supporting projects and event organisation).
- The ability to be organised and work to deadlines.
- The ability to work unsupervised and as part of a team.
- Effective numerical and literacy skills and strong administration skills with a high level of accuracy and attention to detail.
- Willingness to travel in Europe and internationally, as required.

- The ability to obtain a visa to travel and work in all the countries in which participating partners are located.
- 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
- Track record of producing financial, technical and management reports.
- Demonstrated experience and knowledge of working in roles that include ensuring compliance with good governance practice and compliance practices.
- Strong customer service skills.
- Excellent written, verbal and communication skills with an ability to maintain good relations with customers, peers and direct reports.

### **Ideally Nice to Have / Desirable:**

- A postgraduate degree in a relevant area of science or business.
- Knowledge of/experience with national/international research programmes and relevant ocean science/policy initiatives.
- Experience of working with European/international partnerships.
- Experience working in the Mission Ocean.
- Knowledge of/ experience with project financial management.

### **What else do you need to know?**

#### **(Special personal attributes required for the role)**

- Strong communication and interpersonal skills, demonstrating a high level of administrative skills in advancing project or programme goals.
- Able to work in an organised manner and progress work independently, whilst being an effective team player.
- Demonstrated leadership skills and experience combined with energy and a positive attitude.
- Bring a solution, an impact-oriented focus, and apply personal initiative and ideas.
- 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).
- Possess a diplomatic manner, with the ability to resolve issues before conflict occurs.
- Ability to effectively prioritise multiple outputs and manage time to deliver outputs on schedule (including multiple equally important deliverables).
- Approaching work carefully and methodically.

### **Description of Service Group and the Wider Team**

PIRS provides a range of services, promotional and coordination activities linked to MI, national and international research and innovation across several programme areas, including:

- Competitive Marine Research Funding Programme.
- MI Research Coordination and Support Services
- Research & Innovation Coordination, Policy and Strategy (national and international)
- Policy Support and Socioeconomics, Data and Evidence Programme
- Sustainable Blue Economy Partnership and Blue Bioeconomy Programme
- Our Shared Ocean Programme (DFA funded programme on Small Island Developing States, SIDS)
- Horizon Europe Coordination and Support Actions (OKEANO and BlueMission AA)

The overall aim of PIRS is to increase national coordination, promotion and support for marine research & innovation and also raise the capacity and research performance of the Marine Institute,

positioning Ireland as a leader in ocean knowledge, and enhancing our international impact through Atlantic Ocean research initiatives. PIRS also provides analysis, advice and services in integrated maritime policy and marine socioeconomics, supporting national governance goals in marine management and sustainable development of the blue economy.

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 Strategic Focus Areas 3 (Research & Innovation).

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

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.

## Who Will You Report to / Who will manage and Support You?

The successful candidate will report directly to the BlueActionAA Project Manager. The successful candidate will be based at either the Marine Institute Headquarters, Rinville, Oranmore, Co. Galway or our Newport, Co. Mayo location.

## 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:

BlueActionAA Project Manager, PIRS Director, PIRS team members, MI Senior Management Team, Corporate Services, Research and Systems Accountant and liaison with other teams throughout the Marine Institute (as required).

### External:

European Commission, BlueActionAA project partners, BlueActionAA High Level Board and Steering Committee, Mission Secretariat, Coordinators of the other lighthouse cascade grant projects, Lighthouse CSAs coordinator & partners, OKEANO coordinator, researchers based in Higher Education Institutes, Non- Governmental Organisations, Non-Profit Organisations, Public Research Bodies, Companies (both National & International) in the marine sector.

## Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale at August 2025 for Administrative Assistant (Executive Officer Grade) which runs from € 38,419 - €62,601 on a full-time basis per annum pro-rated with time worked. You will commence on the first point of the scale at €38,419 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 Administrative Assistant (Executive Officer Grade) is 23 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 specific purpose contract of employment will be for a 4-year period up to the 31<sup>st</sup> August 2029, aligned with the external EU project funding for this post. The successful candidate will be on probation for the first six months of this contract, unless you are currently or have worked in the Public Sector in the past 6 months in a similar or identical role. In line with probation legislation, this may be considered as probation already completed.

## 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](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 **PIRS/AA/BlueActionAA**.

### Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon on Tuesday the 3<sup>rd</sup> of March**. **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;
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.**