

Marine Institute Job Description

Role	Administrator for Programme and Data Coordination Support – Project Ireland Marine (PIM) 2040
Grade & Contract	Administrative Assistant Grade (Executive Officer) – Temporary Specified Contract up to December 31st, 2029 – funded by the Department of Environment, Climate & Communications (DECC)
Service Group	Office of the Chief Executive Officer (OCEO)
Location	Marine Institute, Rinville, 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 Project Ireland Marine 2040 (PIM 2040) Group is a national marine planning governance group, to which the Marine Institute provides secretariat support. The Group serves as a platform for decisions to be made to ensure Government priorities and targets identified in the Programme for Government relating to marine activities are met. The role of the Administrator for Programme and Data Management Support will involve:

- Supporting the provision of secretariat services by the Marine Institute to the PIM 2040 Group
- Supporting the administration of national marine data coordination

What will you do every day?

Principal Tasks:

The person holding this role will work from the Marine Institute Headquarters in Rinville, Oranmore, Co. Galway providing a range of administration and co-ordination supports to the Office of the Chief Executive. In particular, this will include administrative, project and data co-ordination support required to meet deliverables for PIM 2040 and related national marine data co-ordination. It will include clerical and administrative duties such as organising and supporting meetings and events, stakeholder engagement, data collation and co-ordination, ensuring compliant operations and supporting the production of communications materials and reports. Daily tasks will include:

Clerical and administrative support

- Support internal and external written, in-person and online communications, with a broad range of stakeholders, including senior and middle management, government officials, private sector representatives, community organisations, international and regional organisations.

- Support the organisation and administration of meetings (logistical arrangements including catering and refreshments, etc.).
- Support the procurement process, tracking of financial expenditure and budgeting and support audit preparation.
- Support research and preparation of briefing documents as required.
- Support the planning of meetings, attending and supporting minute taking and tracking of follow-up actions as required.
- Any other administrative activities required as part of the secretariat services, as appropriate to the role and grade.

Supporting accessible marine data

- Support the Office of the CEO and relevant Marine Institute Groups and Teams in accessing, collating and making available high quality marine data for national programmes.
- Support the organisation of communications material, information sharing, meetings and events related to national marine data coordination.
- Support the coordination of Marine Institute activities related to development of national marine data capabilities.
- Support the procurement and administration of services related to a national marine data coordination programme of activity.

Support communications and events

- Support the drafting, production, publishing and dissemination of communications materials
- Support the organisation of meetings, conferences and events.
- Support the preparation of briefing materials for high level meetings and events, invitations and opportunities, the drafting of event briefings etc.
- Support the Protocol Officer in hosting meetings and events

Supporting compliance & governance in the Office of the CEO

- Support the Office of the CEO in operating to meet the compliance and standards required of a semi-state body.

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 a similar administrative area.
- At least 18 months of relevant work experience in a busy administrative environment (ideally to include experience of supporting senior teams or

individuals with meetings, communications, reporting and administration).

- Strong administration skills with good attention to detail and high levels of accuracy.
- Demonstrated ability in project reporting and record keeping.
- Understanding of public procurement ideally to include some audit preparation.
- Direct relevant experience in managing multiple deadlines and deliverables.
- The ability to work unsupervised and as part of a team.
- Effective numerical and literacy skills.
- Experience in the use of relevant I.T. packages to a high level of competence, Microsoft Office, including SharePoint, MS Teams and web-based software to update websites.
- A background working with stakeholders and clients.
- Experience in researching and supporting the production of reports with accuracy.
- Direct experience working with data and analysing to produce accessible reports for non-technical audiences.
- Demonstrated ability to communicate effectively (in writing and orally) to different audiences, including those at Senior Executive and Board level, and non-technical audiences.
- Experience of providing administrative support at senior level including research, briefing, and reporting.
- Experience in organising and supporting meetings, events and/or outreach activities.

Ideally nice to have / desirable:

- Previous relevant experience of working in the public sector.
- Knowledge of data protection and GDPR as it applies to working with confidential information.
- Experience with graphic design tools used to develop communications materials.

What else do you need to know?

(Special personal attributes required for the role)

- Dynamic and reliable.
- Possess a diplomatic manner, with the ability to resolve issues and mitigate conflict.
- An ability to work in an organised manner and progress work independently, managing time effectively to deliver multiple outputs on time.
- Resilient with the ability to remain focused when multiple important deadlines coincide.
- Solutions orientated with excellent initiative and problem-solving skills.
- Effective organisation and administration skills.
- Demonstrated ability to use initiative.
- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion.
- Possesses sound, balanced judgement and strong analytical abilities.
- Experience in collaborating with members of a diverse team.
- Strong interpersonal skills and the ability to communicate effectively at all levels.
- Self-sufficient, while being a good team player.
- Ability to effectively communicate in written and audio-visual formats.

Description of service group and the wider team

The Office of the Chief Executive Officer supports a broad range of Strategic Programmes, Projects and Communications. The Office works closely with the other Service Groups in the organisation to meet the mandate of the Marine Institute as stipulated in the Marine Institute Act 1991.

Who will you report to / Who will manage and support you:

The successful candidates will report to the Executive Assistant to the CEO and Strategic Projects Support Officer. A Buddy and Mentor will be assigned to the successful candidate.

What we offer

The Marine Institute has many high-performing, talented and diverse teams and colleagues who are committed to, and passionate about, the work that we do. We are building a workplace and workforce for the future; one that is evolving with changing work practices, employee expectations and service needs. We are proud to be an employer of choice: one that attracts high-calibre staff, retains existing team members, and fosters an environment where they feel supported and enabled to innovate and deliver our services with excellence. We are a workplace where an agile, diverse, motivated, and valued team delivers service with excellence. This is driven by a culture of collaboration, wellbeing, innovation and continuous development, aligned with our vision and mission, and enabled through living our values.

We value our staff, and we value their contribution to the work of the Marine Institute. That is demonstrated through the provision of benefits that promote a healthy work-life balance, and which help staff to develop professionally. These include personal and career development supports, work/life balance policies, an employee assistance programme, “Bike to Work” Scheme, staff medicals and annual flu vaccination.

Elements of this role may be performed off-site, and it is expected that the individual will work with their manager to agree same, in accordance with the Marine Institute blended working policy.

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

Contacts:

Within the Marine Institute:

Executive Assistant to the CEO and Strategic Projects Support Officer, CEO, colleagues in OCEO, Service Group Directors, Section Managers and Staff of all Service Groups.

External:

Project Ireland Marine 2040 Colleagues across Government Departments, Department of the Environment, Climate and Communications; Department of Agriculture, Food, and the

Marine; Department of Housing, Local Government and Heritage; Department of Transport; other Government Departments, semi state bodies and agencies.

European and International bodies and organisations.

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

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance, DPENDR-approved Salary Scale (as of March 2025) for Executive Officer/Marine Institute Administrative Assistant grade, which ranges from €37,544 to €60,610 gross per annum. You will commence on the first point of the scale €37,544 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 (or have been in the past six months).

Annual Leave:

Annual leave entitlement for an Executive Officer is 23 days per annum. 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.

Duration of contract:

This temporary specific purpose contract of employment will be for a period of up to December 31st, 2029. The successful candidate will be on probation for the first 6 / 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 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) and other Government Departments and Bodies. 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 **OCEO/PIM-AA/APR25**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12pm noon on 30th of April, 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.