

Marine Institute Job Description

Position	Section Manager—Fish Health Unit & Competent Authority Office
Grade & Contract	Specified Purpose Contract to the end of December 2029 providing Secondment Cover (Engineer I Grade) (should the post holder not return, a Contract of Indefinite Duration may apply subject to performance)
Service Group	Marine Environment & Food Safety Services (MEFSS)
Location	Marine Institute, Oranmore, Co. Galway, Ireland (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 lead the Fish Health Unit (FHU) of the Marine Institute and will be responsible for the team and delivery of the day-to-day running of the Competent Authority Office and the National Reference Laboratories. This will also include scheduling and overseeing field inspections carried out by the Fish Health Inspectorate, under the national fish disease surveillance programme. The successful candidate will also develop and mentor research work in fish and shellfish health.

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 Will You Be Doing Every Day?

Principal Tasks:

- Provide fish health related expertise to the Marine Institute to ensure delivery of the statutory duties required under Regulation (EU) 2016/429 and SI No 261 of 2008 (as amended).
- Ensure that all duties associated with the functioning of the National Reference Laboratories for diseases of fish, molluscs and crustacea are carried out in compliance with statutory requirements.
- Work closely with DAFM Veterinary Services Division to ensure that all inspections required under the above legislation are scheduled, completed, and executed in accordance with statutory requirements.
- Ensure ongoing accreditation of NRLs in accordance with the ISO17025 quality system and certification of the Competent Authority Office in accordance with the ISO9001 quality standard.
- Oversee the operations of the Fish Health Competent authority regarding Fish Health Aquaculture Approvals and Fish Movement Authorisations.
- Develop further digitisation of operations within the Fish Health Unit and Competent Authority Office.
- Ensure high quality outputs are achieved in relation to national and EU research strategies in fish health.
- Manage, supervise, and motivate MI staff ensuring that all the requirements of the fish health legislation and the research objectives of the MI are adequately met.

- Oversee ongoing development of the FHU database.
- Coordinate and communicate with DG Sante, DAFM, IFI, SFPA and industry to ensure Irish fish health policy is robust, compliant, and appropriate.
- Participate in relevant EU, WOAAH and ICES working groups and meetings to ensure the appropriate collection, collation, and analysis of fish health related data.
- Provide objective and independent advice on a range of fish health related matters to DAFM and other government agencies with whom the MI collaborates, as competent authority.
- Provide support for the implementation of MEFSS service group and Marine Institute priorities, as defined by the Director of MEFSS and the Senior Management Team.
- Ensure Contingency Plans for managing disease outbreaks are fit for purpose and up to date. Sit on the National Risk Assessment Committee which will activate those Plans, in the event of an outbreak of a listed disease.
- Act as the WOAAH National Focal Point for diseases of aquatic organisms.
- Any other duties as relevant to the position and grade, as assigned by the Director of MEFSS, the CEO of the Institute, or its senior management team.

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:

- Degree in Veterinary Medicine or minimum of an honours Degree in a relevant biological science.
- Minimum of five years of relevant post qualification work experience in disease prevention and control.
- Sound knowledge of both the aquaculture and fish health spheres.
- Proven experience in project development, management, and delivery.
- Proven experience of financial management including budgeting and reporting in a public sector organisation.
- Excellent interpersonal and diplomatic skills.
- Demonstrated track record of and ability to credibly liaise, collaborate and work with teams, managers and key stakeholders and policy makers e.g. industry, government departments and the research community both nationally and internationally.
- Sound knowledge of best practice in relation to the development of fish health policy.
- In depth knowledge of the techniques and methodology used in modern diagnostic laboratories.
- Sound knowledge and vision in relation to database development.
- A proven ability to effectively manage and motivate people.
- A high level of computer literacy including the use of standard MS Office software packages.
- The ability to communicate effectively both verbally and in writing with a range of audiences.
- The ability to work unsupervised, using one's own initiative.
- Proven report writing skills and a strong ability to review both technical and legislative material.
- A full clean driving license.

Ideally Nice to Have / Desirable:

- A post graduate degree in a fish health /disease management related discipline.
- Strong knowledge of the Irish aquaculture industry.
- Experience of working in a front- line position, where rapid decision making and task completion is required.
- Experience with EU policy frameworks with relevance to animal health and aquaculture.

- Experience in devising and implementing policy based on EU legislation.

What else do you need to know?

(Special personal attributes required for the role)

- Dynamic and reliable.
- Strong leadership qualities with excellent communication skills.
- The ability to remain focused and deliver when multiple important deadlines coincide.
- Solutions orientated with excellent initiative and problem-solving skills.
- Self-sufficiency, while being a good team player.
- Excellent interpersonal skills with a diplomatic manner and an ability to resolve issues before conflict occurs.
- Good attention to detail whilst also being able to identify 'big picture' requirements.

Description of Service Group and the Wider Team

Marine Environment & Food Safety Services (MEFSS) is a service area of the Marine Institute that plays a pivotal role in ensuring the safety of seafood, preserving environmental health, providing a variety of policy supports and safeguarding fish health. Operating as an integral part of the Institute, MEFSS undertakes multifaceted responsibilities primarily through the execution of scientific monitoring and research programs, coupled with offering expert scientific interpretation and regulatory guidance to government.

The Marine Institute is the Competent Authority for the implementation of the fish health legislation in Ireland. The Competent Authority functions are implemented via the Fish Health Unit within MEFSS.

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

The successful candidate will report to the Director, MEFSS.

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:

Chief Executive Officer, Director of MEFSS, Managers and Teams within MEFSS and other Directors, Section Managers and Staff of the Institute.

External:

External contacts including DAFM, SFPA, IFI, NPWS, BIM, and 3rd level research organisations. International contacts include the EU Commission, WOA, Competent Authorities in other EU Member States and in certain Third Countries, and European Fish Health Networks.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved contributory (PPC) Salary Scale for Section Manager Grade (Engineer I Grade), which runs from €84,937 - €106,004 on a full-time basis per annum pro-rated with time worked. You will commence on the first point of the scale €84,937 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 Section Manager Grade is 30 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 role comes with the offer of a Specified Purpose Contract of employment up to 31st December 2029, providing Secondment cover. Should the post holder not return, a Contract of Indefinite Duration may apply subject to performance and business needs. The contract terms include the requirement to successfully complete a 9-month probationary period based on consistent satisfactory performance.

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 **R&S/MEFS/FHUSM/MAY25**

Closing date for Applications:

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