

## Marine Institute Job Description

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| <b>Position</b>             | <b>Scientific &amp; Technical Officer – Marine Spatial Planning Programme Support, Admin and Education / Outreach</b>                                   |
| <b>Grade &amp; Contract</b> | <b>Scientific and Technical Officer Grade<br/>Temporary Specified purpose contract for a maximum duration of up to 31st December 2029 (DECC funded)</b> |
| <b>Service Group</b>        | <b>Marine Environment and Food Safety Services (MEFSS)</b>  |
| <b>Location</b>             | <b>Marine Institute Headquarters, Rinville, Oranmore, Co. Galway<br/>The Marine Institute has a Blended Working Policy in Place</b>                     |

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

The successful candidate will work within the Marine Spatial Planning team in Marine Environment and Food Safety Services (MEFSS), which coordinates the scientific and technical services that the Marine Institute provides to Department of Environment Climate and Communications (DECC). Working with a cross-services team, the successful candidate will provide a key role in supporting the delivery of services and products to support delivery of marine spatial planning (MSP) in Ireland. The Marine Institute provides marine scientific and technical advisory services to DECC in delivery of national legislative responsibilities through monitoring, analysis and data acquisition and management.

The Marine Institute supports in-house subject matter experts assisting in the development of spatial data advisory products that will assist DECC's efforts in implementing Ireland's MSP. The successful candidate will support the team in the delivery of these programmes, and work with Marine Institute scientists and other groups to develop spatial data and evidence projects of use in a MSP for Ireland. As Marine Spatial Planning Programme Support, Admin and Education / Outreach, you will provide administrative supports to the MSP Section Manager including budget management in the delivery of marine data and related SLA activities.

Your role will involve supporting the Section Manager in meeting financial, reporting, and administrative deadlines. Additionally, you'll take charge of developing MSP outreach and educational services to align with the expectations of our funders and stakeholders. Tasks may include drafting guidelines, delivering presentations, participating in events, and creating educational initiatives aimed at promoting and explaining MSP concepts to diverse audiences.

Working with a cross-services team, the successful candidate will provide a key role in coordinating the delivery of services and products to support delivery of Marine Spatial Planning in Ireland. The Marine Institute provides marine scientific and technical advisory services to DECC in delivery of national legislative responsibilities through monitoring, analysis and assessment.

### What Will You Be Doing Every Day?

#### Principal Tasks:

The core responsibilities are to support coordinated reporting (financial, performance, and technical), and outreach initiatives pertaining to the Marine Spatial Planning (MSP) tasks under the Service Level Agreement (SLA) with the Department of Housing, Planning, and Local Government (DHLGH) (now transferred to DECC).

As well as supporting the administration of the scientific element of the programme, this role contains a significant amount of financial and other general administration. The candidate must be adaptable and committed to all aspects of the role.

Principal tasks are as follows:

- Provide administrative support to the Section Manager tasked with the Marine Strategy Directive, in managing delivery of the Service Level Agreement related outputs. This encompasses administration associated with project management, scientific deliverables, funding and financial reporting.
- Assist Section Manager in ensuring that all financial, reporting and administrative deadlines are met.
- Offer administrative assistance to the SLA cross-service team.
- Support financial administration, procurement, and reporting tasks for relevant purposes, including periodic financial reporting and invoicing.
- Track project expenditure and provide management with updates as necessary.
- Compile funding claims and other financial reporting required. Respond to any internal or external queries thereon.
- Complete procurement for review by management in accordance with Marine Institute policy.
- Monitor, track, and generate reports on service activities related to the services delivered under the SLA.
- Provide general assistance for supported projects, including preparation of publicity materials, and support for meetings workshops and conferences as required.
- Coordinate response to any project audits. This includes compiling invoices and any support required by auditors or funders.
- Oversee risk assessment as required in the arena and projects related to the Service Level Agreement with DHLGH.
- Ensure project accounts and records are updated and archived, ensuring audit compliance.
- Maintain a centralised file management system with project documentation where relevant.
- Assist with centralising of project deliverables and reports, and liaise with Marine Institute library to publish onto the Marine Institute's Online Access Repository.
- Develop MSP outreach and educational services to align with the expectations of our funders and stakeholders.
- Plan and manage outreach activities.
- Develop content for dissemination by the service team or communications team
- Liaise with communications team to develop communications plan for any outreach activity and support communications team in dissemination of same.
- Assist in organizing SLA-related events for Section Managers, Team Leaders, and STOs.
- developing MSP outreach and educational services to align with the expectations of our funders and stakeholders
- Any other duties suitable to the position as identified and assigned from time to time.

**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 a science/marine science, administration, communications or related field.
- Previous experience in providing administrative and project management support to programmes ideally support to scientific, research programmes or equivalent
- A minimum of 2 years' relevant post qualification work experience working in a relevant role
- Proven ability to monitor delivery milestones and support project reporting
- Effective numeracy skills and demonstrated experience in tracking and coordinating and tracking budgets and finances; ideally in a public sector environment.
- Some demonstrated knowledge / experience in public procurement.
- High levels of I.T. skills to include Microsoft Word, Excel, PowerPoint and Outlook;
- Proven report writing skills
- Experience in organising and supporting meetings, events and/or outreach activities.
- Experience at collaborating with others.
- Effective organisation and administration skills
- Good time management and the ability to prioritise and meet deadlines
- The ability to work unsupervised and as part of a team.
- Strong interpersonal skills and the ability to communicate effectively at all levels including an ability to work with and effectively communicate with marine stakeholders.
- Demonstrated experience in translating scientific/technical information in a form suitable for a non-technical audience
- Demonstrated ability to communicate effectively both in writing and verbally to different audiences including non-technical

### Ideally Nice to Have / Desirable:

- Knowledge of the marine sector in Ireland.
- Knowledge and interest in current marine environment issues and the legal framework to protect the marine environment.
- Experience in electronic reporting using online upload facilities and/or databases.
- Experience of updating websites and/ or intranets.
- Experience in project management.
- Experience in supporting accounts preparation.
- Full, clean driving license.

### What else do you need to know?

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

- Dynamic and reliable.
- Ability to work independently and to be self-sufficient, while being a good team player.
- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion.
- Demonstrated ability to review and disseminate high volumes of data and information with accuracy and in a timely manner.
- Possesses sound, balanced judgement and strong analytical abilities.
- Experience in collaborating with members of a diverse team.
- Possess a diplomatic manner, with the ability to resolve issues before conflict occurs.

- 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, to include procurement experience.
- Demonstrated ability to use initiative.

## 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 sea-food, 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.

MEFSS collaborates with various departments and agencies, including the Department of Agriculture, Food and the Marine, the Department of Housing, Local Government and Heritage, Environmental Protection Authority, Department of Environment, Climate and Communications, Bord Iascaigh Mhara, Sea Fisheries Protection Authority, National Parks and Wildlife Service, and the Food Safety Authority of Ireland.

This collaborative approach underscores the organisation's commitment to ensuring comprehensive and effective support across diverse domains. MEFSS ensures the highest quality standards with our laboratories accredited under EN ISO/IEC 17025:2017 for food safety, environmental monitoring, and fish health work. Furthermore, the Fish Health Competent Authority is ISO 9001:2015 certified, emphasising the organisation's commitment to excellence.

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

The successful candidate will be based at the Marine Institute HQ in Oranmore and will report directly to the Section Manager for the Marine Spatial Planning Directive.

## 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:

MSFD Section Manager and team members; MI Financial Controller, Finance Department, MEFSS, FEAS, PIRS and OCIS team leaders, scientists, and data stewards; Information Services and Development team members within OCIS including the Information Services & Development Section

Manager, the Data Management Team Lead; Other Section Managers, Team Leaders and STOs across MI Service Groups.

**External:**

Liaison with government departments including Department of Environment Climate and Communications, Department of Agriculture, Food and the Marine; officials from other government organisations such as EPA, NPWS, OSI, BIM, etc.

**Salary:**

Remuneration is in accordance with the Public Sector, Dept of Finance approved Salary Scale for Scientific & Technical Officer which runs from €37,583 - €76,519 on a full time basis per annum pro-rated with time worked. You will commence on the first point of the scale €37,583 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 Scientific and Technical Officer Grade is 25 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 authorized representative.

**Duration of Contract:**

This temporary specified purpose contract of employment will be for the period up to the end of December 2029. The successful candidate will be on probation for the first 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). 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 **FEAS/POST18/STO/MSPSUPPORT/JUN24**

### **Closing date for Applications:**

All applications for this post should be received by the Marine Institute in advance of **12:00 noon Thursday the 11<sup>th</sup> of July 2024**. Please note that late applications will not 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.**