

Marine Institute Job Description

Position	Temporary Scientific & Technical Officer – Programme and Admin Support MSFD
Grade & Contract	Scientific & Technical Officer. Temporary Specified Purpose contract for duration of up to 31 December 2029 (DHLGH Funded)
Service Group	Fisheries Ecosystems Advisory Service
Location	Marine Institute, Renville, 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 closely with the Biodiversity Section Manager MSFD/OSPAR and cross service based team and colleagues in the MI to deliver an agreed set of outputs detailed in a Service Level Agreement with DHLGH. The programme aims to provide spatial planning advice in relation to implementation of the MSP directive and matrix manage a team of scientists and data management experts in the delivery of products required under the MSP and the MSFD.

You will support the programme related activities with the provision of Administrative support to the Biodiversity Section Manager MSFD/OSPAR and individuals delivering on MSFD for the DHLGH and the Department of Agriculture Food and Marine (DAFM).

The Marine Strategic Framework Directive establishes a framework within which European Union Member States are required to take necessary measures to achieve or maintain ‘good environmental status’ (GES) in the marine environment. The Directive aims to protect Europe’s marine waters by applying an ecosystem-based approach to the management of human activities, while enabling the sustainable use of the marine environment for present and future generations. The MSFD requires Member States to develop Marine Strategies, or an ‘action plan’ for marine waters under their sovereignty and jurisdiction. The strategies are required to incorporate the following:

- An initial assessment of the current environmental status of national marine waters and the environmental impact and socio-economic analysis of human activities in these waters (Article 8);
- The determination of what GES means for national Marine waters (Article 9);
- The establishment of environmental targets and associated indicators to guide progress toward achieving GES in marine waters (Article 10);
- The establishment and implementation of monitoring programmes for the ongoing assessment of the environmental status of marine waters and to inform the regular update of targets (Article 11); and
- The development of Programme of Measures designed to achieve or maintain GES.

The development of an overarching national marine spatial plan is identified as a Government policy objective in Ireland's Integrated Marine Plan, *Harnessing Our Ocean Wealth* (HOOW) (2012). HOOW predates EU Directive 2014/89/EU which established an EU-wide framework for MSP and was adopted in July 2014. The MSP directive defined as "a process by which the relevant Member State's authorities analyse and organise human activities in marine areas to achieve ecological, economic and social objectives". The Directive details the main goals and minimum requirements for Member States as follows:

- balanced and sustainable territorial development of marine waters and coastal zones;
- optimised development of maritime activities and business climate;
- better adaptation to risks; and
- resource-efficient and integrated coastal and maritime development.

The government has appointed DHPLG as the competent authority via the ministerial-led Marine Coordination Group, to implement MSP and MSFD in Ireland, with technical support from the Marine Institute. The Marine Institute, through this role and with the support of additional contractor solutions funded via the European Maritime and Fisheries Fund (EMFF) - is actively engaged in preparing technical documentation and the spatial evidence needed for a MSP. There are a number of requirements and outputs to be delivered under the new MSP Directive, second cycle of the MSFD, the development of the Offshore Renewable Energy Development Plan (OREDPA) (overseen by DCCAE), and the incorporation of ecosystem analysis into fisheries assessments etc. This includes infrastructure, competencies and organisational structures that will enable the efficient integration and utilisation of all sources of marine environment related data.

The aim will be to improve decision making, governance, transparency and public perception for the conservation and sustainable development of the marine sector. In recognition of this need, a corporate data strategy and data policy respectively outlines an architecture for data governance and capability development to achieve better data usability within the MI, and the policy by which future data would be integrated.

The aim of the strategy is to optimise Marine Institute data resources and processes to support implementation of the Institute's Strategic Business Plan goals and other government-wide efforts such as MSP. These goals include the delivery of scientific and technical services to its stakeholders and support of marine research and development through high-quality marine data and integrated services.

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 aspects of the Service Level Agreement (SLA) with the Department of Housing, Planning, and Local Government (DHLGH).

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 Biodiversity/MSFD 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 Biodiversity/MSFD 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.
- Organise and oversee project audits, risk assessment as required in the MSFD arena and projects related to the Service Level Agreement with DHLGH.
- Ensure project accounts and records are updated and archived, ensuring audit compliancy.
- 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.
- 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 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.
- Possess a diplomatic manner, with the ability to resolve issues before conflict occurs.
- 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.

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)

- 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.
- 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

Currently, FEAS consists of over 90 scientific, technical, post graduate and administrative staff under the directorship of Dr Ciaran Kelly. The Service group operates a significant part of their services from the Marine Institute headquarters in Oranmore, Co Galway with additional port-based facilities and a major [research facility at Newport](#), Co Mayo. The mission of FEAS is “to research, assess and advise on the sustainable use of marine fisheries resources”.

FEAS provide integrated advice and scientific support for the Irish government (principally the Department of Agriculture, Food and the Marine [DAFM](#)) on marine fisheries ecosystems related issues and particularly on the effects of fisheries in Natura 2000 sites. A key output of FEAS is the annual [Stock Book and the annual Shellfish Stocks and Fisheries Review](#). These provide the latest assessments and scientific advice for the resources exploited by Irish vessels and is a key reference for the Governments sustainability assessment presented annually to the Oireachtas. FEAS experts also provide scientific services and support to other government departments including Department of Housing, Local Government and Heritage ([DHLGH](#)) to address the Marine Strategy Framework Directive ([MFSD](#)) requirements through [OSPAR](#) FEAS provide scientific services to Department of

Environment, Climate and Communications ([DECC](#)) related to offshore renewable energy development.

FEAS participates in a number of forums on fisheries advice and management with DAFM and the marine agencies, with the regional and national inshore fisheries representative groups and with the Irish Fisheries Science Research Partnership (IFSRP).

FEAS experts actively participate at many meetings of the International Council for the Exploration of the Seas ([ICES](#)). At ICES our scientists are focused on advancing scientific understanding of marine ecosystems, providing information, knowledge and advice on the sustainable management of human activities affecting and affected by marine ecosystems. ICES is a key forum for scientific co-ordination of data collection and the provision of independent scientific advice. FEAS scientists are also encouraged to publish much of their work in peer-reviewed scientific journals.

FEAS experts also participate at other international fora including [STECF](#) (Scientific, Technical and Economic Committee for Fisheries), [ICCAT](#) (International Commission for the Conservation of Atlantic Tunas), [NEAFC](#) (North East Atlantic Fisheries Commission) and [NASCO](#) (North Atlantic Salmon Commission). FEAS provide scientific support for DAFM at various EU meetings (e.g. the EU Norway Agreements and the EU Council of Fisheries Ministers).

FEAS experts also carry out research and stock assessments on diadromous fish species (salmonids and eels) and are responsible for the salmon National Coded Wire Tagging and Tag Recovery programme and working closely with [IFI](#) (Inland Fisheries Ireland) on the Technical Expert Group on Salmon and the Technical Expert Group on Eel. In recent years FEAS has developed a core expertise in oceanic tracking of large marine fish. The FEAS Aquaculture Section is responsible for the operation of the National Sea Lice Monitoring Programme and carries out a range of national and internationally funded research projects based at MI facilities.

Further details can be found on the Marine Institute website:

<http://www.marine.ie/Home/site-area/about-us/fisheries-ecosystems-advisory-services>

<https://www.marine.ie/site-area/areas-activity/fisheries-ecosystems/fisheries-ecosystems>

The FEAS Ecosystem Team's work programs related to the SLA with DHLGH, MFSD and OSPAR. The Team provides advice in areas of biodiversity, by-catch, fishing impacts on the ecosystem, deep-water. ACOM alternate covering ecosystem related advice. The Team develops, coordinates and provides key inputs for the implementation MFSD focusing on Descriptors D1 biodiversity, D3 commercial fish, D4 food webs and D6 sea floor integrity. Work also involves ICES, OSPAR and EU on the regional coordination and implementation of MSFD through participation in relevant expert group meetings.

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

The successful candidate will be based at the Marine facility in Rinnville, Oranmore, Co. Galway and will report to the Biodiversity Section Manager Marine Strategy Framework Directive / OSPAR Programme.

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:

Marine Institute: Assist M.I. project leads, Marine Spatial / MSFD / WFD Team members, Marine Spatial Section Manager, Marine Spatial Planning / Marine Strategy Framework Directive Teams. MEFS managers and staff, other MI manager and staff.

Salary:

Remuneration is in accordance with the Public Sector, Dept of Finance approved Salary Scale for Scientific and Technical Officer which runs from €37,583 - €76,519 on a full time basis per annum prorated 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:

The annual leave entitlement for a Scientific & Technical Officer is 25 working days per annum prorated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. 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:

The contract will be issued on a temporary specified purpose basis linked to project funding for a maximum duration of up to 31st December 2029, depending on start date and the end date will be subject to availability of project funding. A six month probationary period will apply to this role.

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 **FEAS/POST6/STO/SUPPORT/JUN24**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12:00 noon Thursday 11th 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.