

Marine Institute Job Description

Position	Team Leader Data Manager
Contract	Temporary specified purpose contract for a maximum duration of up to 31st December 2020 (EMFF)
Service Group	Fisheries Ecosystems Advisory Services (FEAS)
Location	Marine Institute Headquarters, Rinville, Oranmore, Co. Galway

Brief description of the Marine Institute:

The Marine Institute (MI) 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 the national agency responsible for marine research, technology, development and innovation (RTDI). The Marine Institute seeks to assess and realise the economic potential of Ireland’s 220 million acre marine resource; promote the sustainable development of marine industry through strategic funding programmes and scientific services; and safeguard the marine environment through research and environmental monitoring. The Institute works in conjunction with the Department of Agriculture, Food and Marine (DAFM) and a network of other Government Departments, semi-state agencies, national and international marine partners.

The vision of the Marine Institute is

“ a thriving maritime economy in harmony with the ecosystem and supported by the delivery of excellence in our services “

In order to achieve this vision, the MI have six service areas; (1) Ocean Science and Information Services, (2) Marine Environment & Food Safety Services, (3) Fisheries Ecosystems Advisory Services, (4) Irish Maritime Development Office, (5) Office of the CEO and (6) Corporate Services.

The Marine Institute 3 Year Strategic Plan (2015 to 2018) is available on; http://www.marine.ie/Home/sites/default/files/MIFiles/Docs_Comms/MI%20Strategic%20Business%20Plan%20-%202015%20-%202018.pdf

Harnessing our Ocean Wealth (HOOW) is an Integrated Maritime Plan (IMP) for Ireland. HOOW sets out a roadmap for the Irish Government’s vision, high level goals and integrated actions across policy, governance and business to enable our marine potential to be realised. Goal 2 of HOOW focuses on healthy marine ecosystems and specifically; to protect and conserve our rich marine biodiversity and ecosystems; manage our living and non-living resources in harmony with the ecosystem; implement and comply with environmental legislation (see www.ouroceanwealth.ie).

Description of Service Group:

Fisheries Advisory Ecosystems Services (FEAS)

The FEAS's mission is "to assess, research and advise on the sustainable exploitation of marine fisheries resources". Currently, FEAS consists of over 70 scientists, technical, post graduate and administrative staff under the directorship of Dr. Paul Connolly. The Service group operates a significant part of their services from the headquarters in Oranmore, Co Galway with additional port based facilities and a major research facility at Newport, Co Mayo. FEAS staff spend a considerable amount of time at sea on commercial fishing vessels and on research vessel surveys carried out on the RV Celtic Explorer and RV Celtic Voyager. A key output of FEAS is the annual Stock Book and the annual Shellfisheries Stock Book. These provide the latest assessment 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. A key element of FEAS work is the provision of scientific support for the Irish government (principally the Department of Agriculture, Food and the Marine – DAFM) on marine fisheries ecosystems related issues. FEAS also publish much of its work in peer reviewed scientific journals.

The 9 goals of FEAS are:

- 1) To maximise the benefits of the new EU Data Collection Framework (DCF);
- 2) To build a strong working relationship with the fishing industry and the environmental NGO's;
- 3) To build an effective working relationship with key Government Departments (principally DAFM) and other partner agencies;
- 4) To use ICES, NASCO, ICCAT, OSPAR and the EU system to support the delivery of excellence in our fisheries and ecosystems science and advisory services;
- 5) To engage in a suite of research activity that supports the evolution of scientific advice and that is in line with MI/FEAS mission, HOOW, FH2020, Horizon 2020, the new RTDI strategy and the objectives of the CFP;
- 6) To progress and incorporate the ecosystem approach to Fisheries Management (EAFM) into all aspects of our work;
- 7) To increase public awareness of the importance of the Ocean;
- 8) To Ensure a common understanding of the "value chain" within the FEAS team and the MI;
- 9) To ensure FEAS is a rewarding place to work;

The Work of FEAS

FEAS work programmes are focused on;

- (1) Data Collection and Data Management;
- (2) Fisheries Resources Assessment and Advice;
- (3) Modelling, Simulations and Management Plans;
- (4) Fisheries - Ecosystems Interactions;
- (5) Stakeholder Engagement;
- (6) Research that supports ecosystem understanding;

FEAS staff actively participate at many meetings of the International Council for the Exploration of the Seas (ICES). ICES organises many Expert Groups, Study Groups and co-ordination Groups related to

provision of scientific advice on marine ecosystems. The ICES Strategic Plan (2014 to 2018) is 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 also participate at other international fora including STECF (Scientific, Technical and Economic Committee for Fisheries), NEAFC (North East Atlantic Fisheries Commission) and NASCO (North Atlantic Salmon Commission). FEAS provide scientific support for the DCMNR at various EU meetings (e.g. the EU Norway Agreements and the EU Council of Fisheries Ministers). FEAS produce the annual Stock Book which provides the latest scientific advice on those stocks of interest to Ireland. In addition FEAS is responsible for the salmon National Coded Wire Tagging and Tag Recovery programme and work closely with IFI (Inland Fisheries Ireland) on the Standing Scientific Committees for salmon and eel.

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

<https://www.facebook.com/marineinstituteireland?fref=ts>

Summary of the Role:

The Team Lead (TL) in data management will be an integral part of the FEAS team that will assist with service delivery to our main client DAFM (Department of Agriculture, Food and the Marine). As part of Fisheries Ecosystems Advisory Services (FEAS) you will have the principal tasks of managing fisheries data generated under the DCF, including its storage, quality assurance and dissemination; liaising with data providers and data endusers to ensure that processes are streamlined and fit for purpose; and managing the technical aspects of data calls. You will also contribute towards the implementation of the Marine Institute's data strategy and work closely with national and international clients (DAFM, ICES, EU) to ensure successful service delivery in relation to data output.

Background to Requirement:

The M.I. has carried out Ireland's obligations under the Data Collection Framework (DCF) since 2002. The DCF programme involves at sea and port sampling of catch and landings, research vessel surveys (e.g. acoustic, egg, groundfish and underwater TV surveys), management and analyses of data, assessment and provision of scientific advice on the sustainable exploitation of fisheries resources. The new DCF will run over the period 2014 to 2020 and will provide the scientific support to implement the new Common Fisheries Policy (CFP). Ireland has secured funding under the EMFF (European Maritime and Fisheries Fund) to support the implementation of the new DCF, which emphasises on a broad research vessel survey programme, including acoustic surveys of herring, boarfish and blue whiting. This position plays a central role in the collection of data for the provision of scientific advice on pelagic fish stocks, principally mackerel and horse mackerel. The EMFF also offers funding opportunities to work in ecosystem related projects with other national organisations.

Principal Tasks:

- Act as Data Manager within FEAS, overseeing data storage, quality assurance and dissemination and ensure that FEAS data management is fit for purpose for data providers and end-users.

- Liaise between FEAS staff and the MI data centre and contribute towards the implementation of the MI data strategy. Be a member of the MI “Data Strategy Technical Working Group”.
- Manage the technical delivery of data calls to meet Ireland’s obligations under EU DCF/DCMAP and streamline data call processes.
- Liaise with ICES and the EU (through the regional coordination group) in the development of efficient structure to store, share and manage data collected under EU DCF/DCMAP. Work closely with our main client (DAFM) and our partner agencies (eg SFPA, BIM) to coordinate the capture, storage, quality control and processing of Irish fisheries data.
- DCMAP submission and budgetary management of FEAS IT and data management related expenditure.
- Day to day management of allocated staff, to include managing leave and lieu leave and signing off on travel and expenses according to MI guidelines and policies.
- Implementation of PMDS for relevant FEAS staff. The TL will be responsible for ensuring all their reports Key Result Areas are in line with FEAS and MI goals, and that their reports have appropriate development plans and training.
- Contributing to the FEAS DCF management team. The TL will be expected to participate in and make active contribution to the FEAS management group. This is a group comprised of the director SM’s other TL’s and SLA’s.
- Work with international scientists to secure externally funded projects that deliver on the goals of FEAS.
- Develop collaborative projects with other organisations /universities on the island of Ireland that deliver on the goals of FEAS;
- Participate in FEAS management team meetings, Standing Meetings and Staff meetings.
- Participate at Quarterly Irish Fisheries Science Research Partnership and quarterly Environmental NGO meetings as required
- Ensure service delivery is in line with MI Corporate Plan and FEAS Strategy. The TL will have responsibility for ensuring that the service delivery and performance of their team is in line with MI governance and policies and with the FEAS and MI strategic plans.
- Any other duties as relevant to the position and grade.

Reporting Structure:

The successful candidate will be based at MI Oranmore and will report to the FEAS Section Manager and when appropriate, to the FEAS Director.

Contacts:

Within the Marine Institute

FEAS Director and Section Manager; FEAS management team; MI Data Centre and Data Strategy Steering Group, Chief Executive Officer, Board of Institute, Corporate Services, Staff of the MI.

Outside the Marine Institute

DAFM, , DENV, DAHLG, EPA, SFPA, BIM, Irish Navy, Fishing Industry (National and International) , Environmental NGO's, Third Level Higher Education sector.

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).

Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience, and Training

Essential:

- A primary degree in a relevant scientific discipline.
- A minimum of three years relevant work experience.
- Sound knowledge of database development principles and techniques, with demonstrable experience of writing consistent, reliable and maintainable code.
- Strong SQL skills.
- Experience with product development such as reporting and data visualisation tools and/or other analytical capabilities.
- Ability to draw up specifications on the design, development and delivery of data bases.
- Demonstrated strategic and forward thinking in the areas of data capture, integration and/or dissemination.
- High level of experience in the use of Microsoft Office applications.
- Proven report writing skills.
- Excellent interpersonal skills and an ability to work with and effectively communicate with managers, scientists and different stakeholders.
- Demonstrated ability to implement effective project management including budgetary management.
- Proven leadership and management skills.
- Good written and verbal communication skills.

Desirable:

- A PhD in a relevant scientific discipline.
- Experience with data management processes including data plans, data processing, data standards, quality control, cataloguing, data publishing.
- Experience with software development tools and processes, including code version management, scripting languages e.g. R, HTML5, Javascript, or PHP, or .Net and SQL
- Experience in managing fisheries data.
- Expertise in the spatial functionality of the main RDBMS's.

- Experience of data analysis and visualisation tools such as R, with some knowledge of statistics.
- A record of sourcing external funding for research projects.
- Experience in participating at international scientific meetings.
- More than three years post primary degree relevant work.
- Full driving license.

Special personal attributes required for the position:

- Dynamic and reliable.
 - Good communicator.
 - Excellent attention to detail.
 - Capability of working effectively within a team to achieve results.
 - Strong mentoring skills and knowledge transfer skills.
 - Proven experience in collaborating with scientists and members of a technical team.
 - Possess a diplomatic manner, with the ability to identify and resolve issues before conflict occurs with stakeholders.
 - Solutions-oriented with good initiative and problem-solving ability.
 - An ability to work in an organised manner and progress work independently.
- An ability to meet multiple, important deadlines.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for the Team Leader (Engineer II grade) with a salary of €58,765 per annum pro-rated with time worked. You will become a member of the Single Public Service Pension Scheme.

Annual Leave:

Annual leave entitlement for a Team Leader is 27 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, by your manager or their authorised representative

Duration of Contract:

The maximum duration of this temporary specified purpose contract of employment will be up to 31st December 2020. The successful candidate will be on probation for the first twelve months of this contract.

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. All correspondence for this post should quote reference **FEAS/Data Manager/ May 2016**.

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12:00 noon on Tuesday 31st May 2016**. Please note that late applications will not be accepted.

The Marine Institute is an equal opportunities employer