

## Marine Institute Job Description

Position	<b>Temporary Human Resources Operations Coordinator</b>
Grade & Contract	<b>Administrative Assistant – Temporary specified purpose contract for 8 Months</b>
Service Group	<b>Corporate Services</b>
Location	<b>Rinville, Oranmore, Co. Galway</b>

### Brief description of 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 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) Policy, Innovation and Research Support Services 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](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 <http://www.ouroceanwealth.ie/>

### Description of Appropriate Service Group:

**Corporate Services** includes Finance; Human Resources; Facilities and Services; Communications and Library & Information Services as well as managing Procurement & Contracts. These teams provide vital support services to all Service Groups in the Marine Institute countrywide.

### Summary of the Role:

The **Temporary Human Resources Operations Coordinator** is an important role within the team as the post holder will be required to support the day to day delivery of all H.R. Programmes and help the team meet its goals under the H.R. Charter. The role will include providing administrative support for key programmes with daily responsibility for the coordination of a number of programmes. The H.R. Operations Coordinator will also assist with reporting; administration; team communications, the monitoring and reporting of leave; providing databases and systems support; research and project support and delivery of a proactive customer service.

### Principal Tasks:

The successful candidate will be responsible for coordinating and supporting a range of H.R. activities, in addition to providing strategic project and administrative support. These duties will include:

- Co-ordinate the Marine Institute's Performance Management & Development System (Halogen) and the Time recording system (JournyX).
- Deliver the monthly new employee induction programme.
- Coordinate staff Learning & Development activities.
- Produce Learning & Development, monthly/ bi-annual/ annual reports.
- Coordination of employee wellbeing events and initiatives.
- Oversee the current Probationary Programme ensuring accurate records are produced.
- Produce and track monthly increment reviews.
- Participate in Recruitment, Selection and Interviewing as necessary, taking responsibility for the full R&S cycle for campaigns.
- Support the monthly H.R. payroll activities using CORE Pay.
- Carry out exit interviews for leavers and produce half yearly and annual report / statistics.
- Carry out desk research on developments in current H.R. practice and product reports as necessary.
- Update, draft and upload content for H.R. section of the Marine Institute website and staff intranet.
- Oversee H.R. Helpdesk facility, and respond to employees queries as required.
- Provide support to staff on personal/ wellbeing/ development issues.
- Input to strategic H.R. projects as required.
- Support H.R. Manager and Team Lead as required.
- Carry out general administration duties as required.

### Reporting Structure:

The successful candidate will report to the Human Resource Manager and Human Resource Team Leader.

### Contacts:

#### **Within the Marine Institute:**

H.R. Manager, H.R. Team, CEO, Directors, Section Managers and Staff of all Service Groups.

#### **External:**

Consultants, Candidates, Training Providers, Government Departments, and State Agencies and other relevant business/ organisations.

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

### Essential:

- A relevant third level qualification in Human Resources or a business subject with a Human Resources focus.
- A minimum of 18 month experience working in a busy Human Resources environment.
- Strong knowledge of employment law and related H.R. legislation.
- Demonstrated experience leading recruitment and selection activities.
- Demonstrated experience in Performance Management and staff learning & development and training activities.
- Previous experience in coordinating employee wellbeing events and initiatives.
- Previous experience in the delivery of staff induction programmes.
- High levels of computer literacy, to include all MS Office packages, H.R. Management Information Systems (including payroll functionality, ideally CORE H.R. & Payroll) and employee time management software.
- Experienced in drafting and uploading content for websites.
- Demonstrated experience in carrying out desk research and producing reports on H.R. topics.
- Demonstrated experience in providing support to staff on personal/ developmental issues.
- Previous experience working in a confidential environment.
- Effective numerical and literacy skills.
- A proven ability to be well organised, managing time effectively to ensure the delivery of projects to tight deadlines.
- Strong interpersonal skills.
- The ability to communicate effectively both in writing and verbally at all levels.

### Desirable:

- Post-graduate qualification in Human Resources or related discipline.
- CIPD Membership.
- Experienced user of CORE H.R. Management Information System.
- Previous experience using employee time management system JourneyX.

### Special personal attributes required for the position:

- An ability to work in an organised manner and progress work independently.
- Innovative, dynamic and reliable.
- Self-sufficient, while being a good team player.
- Good interpersonal skills.
- An ability to remain calm under pressure, and respond quickly to changing demands and demonstrate strong skills in prioritisation and time management.
- Possess a diplomatic manner, with the ability to resolve issues before conflict arises.
- Solutions-oriented with good initiative and problem-solving ability.
- Ability to meet multiple, important deadlines.

### Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for the Administrative Assistant (EO), a scale that starts at €27,739 per annum pro-rated with time worked. You will 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 an Administrative Assistant is 23 working days per annum. Annual leave entitlement for this position will be pro-rated in accordance with the duration of the contract awarded. Annual leave entitlements are exclusive of Public Holidays.

### Duration of Contract:

The contract will be issued on a specified purpose basis for a maximum duration of up to 8 months and this is subject to funding continuing. A 6 month probationary period will apply to this role.

### 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. All correspondence for this post should quote reference CS/ HR Op Coord. / July 2017.

### Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12:00 noon on Tuesday 2<sup>nd</sup> August 2016**. Late applications will not be accepted.

**Please note:** Interviews for this position will be held on Friday 5<sup>th</sup> August, all applicants must make themselves available for interview on this date.

**The Marine Institute is an equal opportunities employer**