

Marine Institute Job Description

Position	Director – Marine Environment & Food Safety Services
Contract	Contract of Indefinite Duration
Service Group	Marine Environment & Food Safety Services (MEFSS)
Location	Rinville, Oranmore, Co Galway

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 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

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:

Marine Environment & Food Safety Services

Marine Environment & Food Safety Services (MEFSS) is one of six service groups within the Marine Institute. Its work focuses on ensuring consumer protection through seafood safety monitoring/testing services; providing monitoring services in support of protection of marine environmental legislation/obligations; and providing advisory services in support of sustainable development and management of the marine environment. This work is delivered via three core functions; Monitoring, Advice and Technical Support, and Research.

Monitoring

MEFSS conducts statutory monitoring programmes in support of the aquaculture industry, overall seafood safety and the protection of the marine environment. This includes the National Biotoxin Monitoring Programme; the seafood component of the National Residues Control Programme; implementation of inspections and monitoring of movements of fish and shellfish stocks as required under the EU Fish Health Directive; and the National Sea Lice Monitoring Programme. In support of these programmes, the Institute is the National Reference Laboratory for diseases in shellfish, finfish, and crustaceans; biotoxins; microbiological contaminants in shellfish; and certain chemical substances in aquaculture.

An extensive environmental monitoring programme for physico-chemical parameters, priority substances, phytoplankton and benthic fauna in transitional and coastal waters is aimed at fulfilling the requirements of the Water Framework Directive and Shellfish Waters Directive. Monitoring to ensure compliance with international environmental obligations—such as reporting OSPAR, and International Council for the Exploration of the Seas (ICES)—is also a key element of MEFSS work.

A robust, accredited (INAB – ISO17025) quality system underpins the delivery of many of these food safety and environmental programmes.

Advice – Technical & Scientific

MEFSS staff provide advice on a range of topics relating to seafood safety, aquaculture, marine environment and related topics, e.g.:

- Advice to DAFM on applications for Aquaculture Licences
- Appropriate Assessments of aquaculture fisheries activities in NATURA 2000 sites
- Implementation of the Marine Strategy Framework Directive (MSFD)
- Shellfish safety
- Single Bay Management (SBM)—designed to co-ordinate husbandry practices in such a way that best practice is followed and that stocking, fallowing and treatment regimes on individual finfish farms are compatible with the arrangements on neighbouring farms

- Issues related to the disposal of dredge spoil at sea; by way of participation on the EPA Dumping at Sea Advisory Committee;
- Advice to DECLG on applications for Foreshore Leases/Licences; and
- Marine spatial planning

In addition, MEFSS contribute to the work of the OSPAR Convention (Protection of the Marine Environment of the North-East Atlantic) and ICES.

Research

Research programmes, in support of our core work (above) and national and international legal/regulatory obligations is all a core component of the work of the MEFSS. The current research focus includes: fish health, sea lice, shellfish biotoxins, microbiological safety in shellfish, ocean acidification and contaminants in seafood.

In 2008, the Marine Institute was designated as the Competent Authority under the European Communities (Health of Aquaculture Animals & Products) Regulations, which gave effect to EU Directive 2006/88/EC. This regulation sets out the Community framework for fish and shellfish health in aquaculture and inland fisheries. The Fish Health Competent Authority office was awarded ISO 9001 certification in 2014.

A collaborative approach is a key feature of all the work outlined above, which is carried out with/on behalf of the Department of Agriculture, Food and the Marine; the Food Safety Authority of Ireland (FSAI); the Sea Fisheries Protection Authority (SFPA); the Department of Environment, Community and Local Government (DECLG); the Environmental Protection Agency (EPA); National Parks and Wildlife Service (NPWS); a number of other government departments and agencies; and international bodies (e.g. OSPAR, ICES).

MEFS currently has a core complement of 44 permanent staff, 18 temporary staff and 12 external contractors/research partners.

The Working Environment

The Director will be based at the Marine Institute's Galway Headquarters in Oranmore. The majority of the MEFSS team, offices and laboratories are located in Oranmore, with a smaller number of staff in Dublin and Bantry. The Director will be expected to travel on a regular basis to represent the MEFSS team and M.I., both within Ireland and abroad, to meet with partner agencies, research and industry groups.

When absent from home and place of work on duty, the Director will be paid appropriate travelling expenses and subsistence allowances.

Summary of the Role:

The Director of MEFSS is engaged at a senior level balancing strategy and operational needs to ensure that a highly skilled and experienced Service Group delivers outputs for key Regulatory Programmes and Policy Advice for our clients and Stakeholders.

The Director plays a key role as part of the senior management group within Marine Institute. The interaction with fellow Directors will be an essential part of the work in ensuring effective communications and cross services collaboration. The Director should be familiar with national and international legislation and trends in the areas of public administration, marine environment (e.g. the EU Marine Strategy Framework Directive; and the Birds and Habitats Directives) and food safety that could impact on the Institute and on its policy clients.

The Director will lead an experienced management team, made up of Section Managers, Team Leaders, Scientific and Technical Officers and Senior Lab Analysts in implementing performance measures to deliver on the strategic goals of the organisation.

The Director will provide strategic direction to the MEFSS team in the targeting and management of research projects that complement the services provided by the group.

The Director will encourage the regular communications of programme outputs by members of the MEFSS team through a number of channels.

Principal Tasks:

- Play a key role as a senior member of the Marine Institute management team in developing the Institute's strategic direction and focus. Leading and implementing change as required and critically reviewing projects and activities to ensure they meet Organisational requirements.
- To lead the marine environment, fish and shellfish safety, fish health services, chemistry, sea lice monitoring, licensing and policy advice and quality programmes; effectively delegating to develop capacity and capability within the teams. Supporting the provision of reports and advice to the relevant Government Departments.
- Manage, motivate and provide leadership for members of the MEFSS team, further developing a culture of learning and development and open, two-way communications.
- Lead the Institute's work programme in respect of the implementation of European environmental legislation (e.g. MSFD and WFD), working with Government Departments and agencies on a collaborative Basis.
- Work closely with DAFM, DECLG and other government Departments in the effective delivery of scientific services and the provision of policy advice.
- Proactively engage with colleagues externally to build and manage relationships with senior policy makers and develop close working relationships with key external partners such as the Food Safety Authority of Ireland (FSAI), SFPA, BIM, NPWS and EPA. Building strong professional networks.

- Make optimum use of resources, instilling the importance of efficiencies and value for money while ensuring effective budgeting and management of the MEFS financial resources, including proactive planning and allocation of service group resources in line with changing business priorities.
- Work with MEFS team to develop appropriate and value-adding non-Exchequer sources of income for relevant research programmes.
- Participate in regular H.R. reviews; promoting training and staff development in a culture of learning and development, to ensure that MEFS is a rewarding place in which to work.
- Support the development of innovative data management to maximise the value of marine data generated by MEFS, in collaboration with other M.I. teams.
- Support and lead the MEFS Quality Programme.
- Build and maintain effective relationships with industry sectors which are impacted by Marine Institute programmes, including aquaculture.
- Provide leadership and coordination in the development of new programmes as may be required under EU initiatives.
- Ensure the ongoing and effective communication of MEFS outputs including reports, workshops, website and the publication of results in scientific peer reviewed journals.
- Ensure consistent and regular internal communications within MEFS team, promoting active listening, the understanding of others and employee engagement.
- Participate on behalf of the Marine Institute at fora such as the Molluscan Shellfish Safety Committee, WFD groups and at International Conferences or meetings with the EU Commission.
- Develop and maintain any skills and expertise across a number of areas that are relevant to this role and recognised by people internally and externally.
- Make timely decisions and identify coherent solutions to complex issues.
- Effective use of ICT.
- Any other duties appropriate to the position and grade as assigned from time to time by the CEO.

Reporting Structure:

The Director reports to the Chief Executive Officer of the Institute.

Contacts:

Within M.I.: Chief Executive Officer, Service Group Directors, Human Resources Manager, Finance Manager, Research & Funding Office, Communication team, MEFS management team and Staff, other Staff and Managers within the M.I..

External: Officials from Department of Agriculture, Food & Marine (DAFM); the Department of Environment, Community and Local Government; the EU Commission (DG SANCO); other Government Departments and Semi State organisations including the Sea Fisheries Protection Authority (SFPA), Food Safety Authority of Ireland (FSAI), BIM, NPWS and EPA; national and international research partners and industry sectors.

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

The Director is responsible for providing the strategic vision, planning and operational lead for MEFS. Successful candidates will be required to demonstrate the following essential attributes, skills and experience.

Essential:

- A Senior person with a minimum of seven years relevant experience of team management in a scientific or technical environment.
- A Degree and or equivalent professional qualification in a relevant discipline complemented by at least seven years post qualification relevant work experience.
- A clear understanding of the role and vision of the Marine Institute in developing the Marine sector in Ireland.
- Clear strategic vision to formulate and evolve a strategic plan, and an ability to translate that plan into meaningful objectives.
- Strong demonstrated leadership qualities.
- Familiarity with national and EU legislation in the areas of the Marine Environment, Food Safety and Fish Health.
- A demonstrated ability to credibly lead MEFS in communicating professionally and effectively on behalf of the Institute with customers and a range of diverse stakeholders as well as with Government Departments and agencies in relation to policy advice.
- Proven ability to manage critical relationships and relate effectively to a diverse range of people both internal and external to the Marine Institute.
- An ability to quickly assimilate information, objectively analyse and evaluate complex information and to identify key issues. Moving easily between different topic areas and to operate on multiple levels of detail.
- A demonstrated ability to use sound judgement in coming to conclusions and in communicating with others.
- The ability to present persuasive arguments and maintain focus under pressure.
- Experience of effectively planning projects, maximising available resources and setting achievable timeframes.
- Demonstrated experience of complex budgeting, financial management and contract management; with experience of operating with public sector processes and procurement an advantage.

- The ability to delegate responsibility and ensure accountability in the MEFS Management team and wider Service Group.
- The ability to manage, develop and motivate people at a range of levels and experiences.
- Performance orientated and this ability to work to the delivery of agreed targets.
- The ability to identify and resolve conflict situations constructively in early course, reflected in effective negotiation and conflict resolution skills.
- Highly effective and articulate communications skills, both verbal and written, demonstrating influence and impact at all levels.
- Initiates and takes personal responsibility for delivering results on key work activities.
- Competent in the use of MS Office Software.
- The ability to travel within Ireland and overseas as required for the role.

Desirable:

- A relevant post graduate degree or professional qualification.
- Experience of chairing meetings and achieving consensus with diverse groups.
- Experience of securing funding and in the management of research projects.
- Familiarity with the status and potential of the Irish marine sector, including aquaculture and emerging areas (biotechnology, energy).
- Full driving license.

Special personal attributes required for the position:

- Delegates wisely, shows leadership while challenging and supporting others to perform to their potential.
- Initiates and drives change.
- Can proactively build and develop relationships with colleagues, customers and key contacts, building strong professional networks.
- Ability to facilitates an open exchange of ideas and foster an atmosphere of open communications.
- Develops new insights into situations and provides innovative or coherent solutions to complex issues or to implement organisational improvements.
- Proven ability to deal effectively under pressure; maintaining focus and composure even in adverse or challenging situations.
- Demonstrates energy, dynamism and a positive mental attitude.
- The ability to make sound and well informed decisions, understanding their impact and implications.
- Experience in supervising and collaborating with members of a diverse team.

- The ability to manage time effectively and work to deadlines delivering on time and in budget, even when faced with pressure.
- A strong focus on self-development, seeking feedback and opportunities for growth.

Training

A full range of training will be provided as required, on the job and through specialised courses. Training needs are identified using the Marine Institute Performance Management and Development Programme (PMDS).

Salary:

Remuneration is in accordance with the contributory salary scale of Director as approved by the Department of Finance. Appointment will be to the first point on the scale which is €79,401 per annum. This position is a core full time post and includes membership of the Marine Institute Pensions scheme.

Annual Leave:

Annual Leave entitlement will be 30 working days per annum pro-rated in line with time worked, exclusive of Public Holidays. All annual leave should be agreed in advance with the CEO.

Duration of Contract:

The position is a core full time post and a Contract of Indefinite Duration will be issued, subject to the satisfactory completion of a 12-month probationary period

How to Apply:

A C.V. and letter of application, summarising experience and skill set applicable to the position should be emailed to catherine.johnston@marine.ie or posted to Catherine Johnston, Human Resources at the Marine Institute, Rinville, Oranmore, Galway. All correspondence for this post should quote the reference DIR/MEFS/Feb. 2016.

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12:00 noon on Friday March 18th 2016**. Please note that late applications will not be accepted

The Marine Institute is an equal opportunities employer