Marine Institute Job Description

Position	**Temporary Scientific & Technical Officer** **Project Coordinator – PRIMROSE**
Contract	**Temporary specified purpose contract for a maximum duration until end of Project on 12-12-2020**
Service Group	**Marine Environment & Food Safety Services (MEFSS)**
Location	**Oranmore, 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.
Our vision - *The Marine Institute, as a global leader in ocean knowledge, empowering Ireland and its people to safeguard and harness ocean wealth.*

Our Mission - *The Marine Institute, provides government, public agencies and the maritime industry with a range of scientific, advisory and economic development services that inform policy-making, regulation and the sustainable management and growth of Irelands' marine resources. The Institute undertakes, coordinate and promotes marine research and development, which is essential to achieving a sustainable ocean economy, protecting ecosystems and inspiring a shared understanding of the ocean.*

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 5 Year Strategic Plan (2018 to 2022) is available here

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).

Brief Description of Service Group:

Marine Environment & Food Safety Services

Marine Environment & Food Safety Services provide government agencies, industry and other clients with food safety, environmental and fish health scientific services, primarily through the implementation of monitoring programmes and research programmes and the provision of advice and regulation. The successful candidate will be based within the Shellfish Safety section in Rinville, Oranmore, Co. Galway.

Overview of MI Shellfish Safety Section

This section has a team of approx. 25 marine biologists, microbiologists, chemists, analysts, researchers and support staff engaged in statutory monitoring and complementary research activities relating to safety of marine foodstuffs. This monitoring is required to fulfil obligations under National and EU legislation and commitments to protect the health of seafood consumers. In the course of this work, samples of shellfish and water are collected and analysed for a broad range natural toxins, toxic and harmful phytoplankton, bacteria and viruses. The results are reported to National and International bodies and presented in the scientific literature. The work involves sampling, analysis, data assessment, decision making and reporting. A fundamental requirement for all research and monitoring programmes is the production of data of the highest quality. In this regard a quality system is in operation in the section with most test methods accredited by the Irish National Accreditation Board (INAB) to ISO17025 standard.

Summary of the Role:

The Marine Institute is seeking a self-motivated, enthusiastic Scientific Technical Officer that will act as Project Coordinator (PC) to support the Atlantic Area PRIMROSE Project. This is a project which the Marine Institute is leading with 10 partners across Europe in the area of shellfish safety and forecasting.

The PC will assist the Section Manager and Post Doctorate Research assistant by tracking and reporting the progress of all work packages in the project. In addition, under the guidance of the Section Manager the PC will work independently to provide Coordination, Communications & Administrative support to the Project. This will include financial reporting, the organisation of conference and networking events and liaising with a wide range of interested parties.

The PC will become fully immersed in the Project and will develop a high level of knowledge in the technical areas of Harmful Algal Bloom science and forecasting. With this knowledge PC will assist the project leaders in delivering the project deliverables on time and to a high standard of production.

Background to Requirement:

Project description

The Marine Institute provide a Harmful Algal Bloom forecasting service based on previous work conducted in the FP7 funded ASIMUTH project and this is being further developed as a key deliverable to the new project entitled PRIMROSE which has 10 partners across the Atlantic Area margin of Europe. European aquaculture plays an important part in rural development, directly employing some 85000 people and producing revenue of some €3 billion per year.

PRIMROSE builds on existing monitoring programmes carried out in the 5 partners regions to forecast harmful blooms, shellfish toxins and microbial contamination to comply with EU regulations. It will add value to existing programmes by re-use of valuable data that is already being generated.

The project focus is on developing an application for the aquaculture industry to improve their productivity and reduce any potential human health issues associated with putting contaminated product on the market. The consortium is very focused on producing a result driven, tangible solution to meet this objective of this project. By using data that is being collected for other purposes the project partners will develop a system to generate a forecast using automated routines which will facilitate long term generation of the forecasts post-project. The consortium are embedded within the national authorities responsible for the monitoring of shellfish biotoxin and microbiological contamination and are therefore well placed to instigate long-term sustained forecasting.

Innovative aspects in PRIMROSE: A large number of new aspects are in progress including:

- Automation of biotoxin forecasts for whole AA region
- Generation of reports of Microbial risk
- High definition Satellite products from Sentinel 3
- New Models
- Novel data collected from offshore platforms, drones and aerial patrols.
- Validation of models and HAB advection processes
- Automated generation of report elements
- Common template

Principal Tasks:

The MI are the project leaders in this new PRIMROSE project and working closely with the Section Manager of Shellfish Safety the successful candidate will take responsibility for ensuring the correct and timely management of all technical and administrative actions across the entire project consortium. In conjunction with the Post Doctorate Researcher (PDR), the Project Coordinator (PC) will also take a lead in delivering the Marine Institute tasks.

There will be a considerable amount of travel to meetings with project partners in Europe and the PC will be expected to develop a close working relationship with all the project partners. The PC will also work with the PDR in ensuring that all administrative and financial activities are carried out and all the Atlantic Area guidelines and principals are adhered to.

It is envisaged that the PC will develop actions to estimate the success of the project. As with all partners we will feed in to all the other work packages and will develop a strong leadership role in working towards a sustainable product that will be largely automated to predict and produce regular published reports for the long term post project.

The PRIMROSE PC will:

- Be a skilled communicator and will develop a strong partnership approach between the consortium, building on the knowledge capital that exists and will be developed during the project. Reporting to the shellfish safety section manager the successful candidate will also ensure all administrative and financial activities are carried out and all the Atlantic Area guidelines and principals are adhered to.
- The PC will assist the PDR in evaluating the risks presented to producers by selected HABs and generate nowcasts based on satellite products, biotoxin, phytoplankton and the forecasts and predictions of the models developed in the HAB reanalysis and model training. The appointee will assist in developing forecasts and evaluating their ability to forecast risk presented to producers. The operational HAB model forecasting system will be supplemented with the developed shellfish micro forecast and the preparation of weekly forecasts will be evaluated and largely automated.
- The PC will assist the PDR in the responsibility for maintaining the Irish forecast website and commissioning a blog site for the posting of both publicly accessible information and ongoing reports of impending blooms and HAB events. The PC will work with the management team to identify further projects to maintain the existing forecasting capacity, and to develop the system into future versions.
- The successful candidate will be responsible for liaising with MI administrative staff regarding keeping budgets on track and be familiar with reporting structures for technical and budgetary aspects of similar sized projects.
- The successful candidate will be responsible for keeping the entire project tracked to ensure milestones and deliverables are produced on time. Continuous communications will be a key part of this position and developing a strong working relationship with the partners to ensure all administrative requirements from Interreg are met.
- The successful candidate will also be responsible for compiling accurate budgets and ensuring all financial reporting requirements are produced on time.

Reporting Structure:

The PC will be based at the Marine Institute HQ in Oranmore, Galway and will be a member of Marine Environment and Food Safety Services (MEFSS). The PDR will report the Section Manager of Food Safety.

Contacts:

Within the Marine Institute:

- Marine Environment and Food Safety Services:
- Members of the MEFSS and OSIS Teams (daily).
- Other teams within the Marine Institute as required.

Outside the Marine Institute:

- Liaise with and build a solid working relationship with other project partners in PRIMROSE consortium
- Liaise with national regulatory and industry partners
- Liaise with academic institutes, environmental consultancies and aquaculture contacts to obtain results and promote project

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

Essential:

- A Degree in a relevant science or an equivalent qualification.
- Experience of involvement in project management, particularly within large scale EU projects.
- Experience of projects involving managing staff and budgets.
- A minimum of three years' work experience in environmental research or environmental programme management.
- A high level of computer literacy including the use of standard office software packages.
- Good understanding of the technical aspects of shellfish industry and monitoring requirements.
- Track record in effectively preparing scientific reports and publications.
- Willingness to work towards deadlines and travel to partner locations and biannual meetings
- The ability to communicate effectively both verbally and in writing.
- The ability to manage time effectively.
- The ability to work unsupervised, is solutions-oriented with good initiative and problem-solving ability.
- A full driving licence

Demonstrated knowledge of:

- Project management, scheduling, monitoring, evaluation and reporting.
- Data processing and quantitative analysis of scientific data and ability to utilise problem solving techniques.
- An in-depth knowledge of shellfish biotoxin, microbiology and phytoplankton chemistry and biology.
- Using earth observation data products.
- Familiarity with project management software

Skill in:

- Planning, organizing and coordinating work assignments
- the development and updating of a website / sharepoint
- Collaborative research.

Desirable:

- Experience of stakeholder engagement.
- Biological monitoring programmes and data handling.
- Experience in the coordination and monitoring of work and scientific projects.

Training:

A range of training will be provided as required, both on the job and through appropriate courses. Training needs will be identified using the Marine Institute's Performance Management Development System (PMDS).

Special personal attributes required for the position:

It is essential that the successful candidate is a good communicator and works well with colleagues. Additionally, this person should be industrious, decisive, have a proven ability to use his/her own initiative while at the same time working well as a team player. Excellent organisational, time management and problem solving skills are prerequisites.

- An ability to work in an organised manner and progress work independently.
- Self-starter, dynamic and reliable.

- Self-sufficiency, while being a good team player.
- Enthusiasm and dedication to science.
- Demonstrates energy, dynamism reliability and a positive attitude
- Takes ownership of tasks and is determined to see them through to a conclusion
- An ability to work in an organised manner and progress work independently, managing time effectively to deliver multiple outputs on time
- A collaborative and open nature.
- Willing to travel for international project meetings.
- Possesses sound, balanced judgement and strong analytical abilities.
- Excellent interpersonal skills and the ability to communicate effectively at all levels.
- Possess a diplomatic manner, with the ability to resolve issues before conflict occurs with stakeholders.
- Ability to effectively communicate results of teamwork in written, oral and audio-visual formats

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Scientific Technical Officer which runs from €30,987* to €64,981 per annum gross. This role will bring a starting salary of €30,987 gross, per annum pro-rated with time worked. You will commence on the first point of the scale and will become a member of the Single Public Service Pension Scheme unless you are currently employed in or have worked in the Public Sector in the past 6 months and are a member of another Public Sector Scheme.

*Rate effective from October 1st 2018

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:

This temporary specified purpose contract of employment is funded under the Atlantic Area Call project 'Primrose'under Interreg and will run until the end of this project on 12 December 2020.
The successful candidate will be on probation for the first six months of this contract.

How to Apply:

A current C.V. and detailed letter of application, summarising experience and skill set applicable to the position should 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 MEFSS/STO_PC_PRIMROSE/April2019.

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon, Tuesday 14th May 2019**. Please note that late applications cannot 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 data and documents policy. All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.

The Marine Institute is an equal opportunities employer