

## Marine Institute Job Description

<b>Position</b>	<b>Programme Manager MaRITeC-X</b>
<b>Grade &amp; Contract</b>	<b>Temporary Specified Purpose Contract for up to 13th March 2026 (subject to project conclusion) Assistant Principle – Senior Administrator Grade</b>
<b>Service Group</b>	<b>Irish Maritime Development Office - IMDO</b>
<b>Location</b>	<b>Marine Institute, 3 Park Place, Upper Hatch Street, Dublin 2 (This role will include access to blended working both onsite and offsite with some travel to other Marine Institute locations in Ireland)</b>

### Who will you Work With and What Will The Role Involve?

The successful candidate will report to Director of IMDO and work within the IMDO coordinating Marine Institute activities and deliverables relating to the MaRITeC-X project. This will include on behalf of the Marine Institute, supporting the development of the Cyprus Marine and Maritime Institute (CMMI) in a number of key areas across shipping, ports and shipping related technologies through leveraging current expertise. The IMDO will advise and support the development of CMMI and to build international links in areas of innovation related to: Smart Ports and Smart Shipping technologies; - Ports Offshore Renewable Energy Services; Ship Management; Ship registries; Ship Finance and Fintech; Peripheral nodes in the European Transport Network etc. Supporting with the delivery of events, stakeholder engagement, business development and related research, communications, reporting and auditing etc.

### What Will You Be Doing Every Day?

#### Principal Tasks:

- Overall management of the Marine Institute MaRITeC-X project and related deliverables with the IMDO Director and MaRITeC-X Project Administrative Support Person.
- Day-to-day management of the MaRITeC-X Project Administrator.
- Preparation and implementation of an annual plan and related Performance Indicators, covering all aspects of Marine Institute MaRITeC-X project activity reflecting activities, events and outputs in Ireland and internationally.
- Preparation of an annual spending forecast for the MaRITeC-X project, and the management and tracking of project budgets and audit participation - supported by the MaRITeC-X Project Administrator and the MI Finance and Funding Offices.
- Coordination of meetings, events and communications strategies (including social media content) to ensure Strategic and impactful communications for the project.

- Actively engage with key stakeholders and project partners to create the opportunities and international links associated with the MaRITeC-X project plan, to facilitate the development of the CMMI.
- In line with the Marine Institute MaRITeC-X project deliverables, support IMDO in delivering relevant project specific expertise in areas of innovation related to: Smart Ports and Smart Shipping technologies; - Ports Offshore Renewable Energy Services; Ship Management; Ship registries; Ship Finance and Fintech; Peripheral nodes in the European Transport Network etc.
- Ensure all project and programmes are delivered in line with MI policies, procedures; particularly in relation to project finances and related governance and compliance.
- Work closely with M.I. Funding and Finance Offices to ensure effective financial management, reporting, auditing and compliance etc.
- Ensure the Implementation of PMDS within the MaRITeC-X project, ensuring KRAs are aligned the project deliverables; as well as promoting training and staff development and ensuring that the project is a rewarding team to work within.
- Ensure effective tracking, monitoring and management of Leave in line with agreed policies, managing absence effectively.
- Ensuring adherence to M.I. Health and Safety Policy.
- Ensure M.I. Staff Handbook and related policies and guidelines are followed within the project team.
- Working with IMDO Director, MaRITeC-X Project Administrator and MI Funding office to support the compilation and submission of financial reporting to the European Commission.
- Any other duties appropriate to the role and grade as required 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 degree in a relevant subject
- At least five years' relevant work experience to include direct experience of people management, motivation and development.
- Demonstrated track record of business development and stakeholder engagement, ideally in the Marine or Maritime Sectors.
- Proven experience in financial management, in particular budgeting and reporting, to include public sector procurement and contract management.
- Experience of and a demonstrated ability to plan and implement effective project management.
- Experience in client and Stakeholder liaison.
- Ability to communicate effectively and with impact and influence, both verbally and in writing – internally and externally at all levels.
- Demonstrated ability to use initiative.
- The ability to identify and resolve conflict situations in early course.
- Performance orientated with an ability to work unsupervised to deliver agreed targets.
- Higher level experience in the use of Microsoft Word, Excel and PowerPoint.

- Proven report writing skills and an ability to review technical documents.

### **Ideally Nice to Have / Desirable:**

- A post graduate qualification in a relevant discipline.
- Demonstrated public science communication experience.
- A qualification or formal training in the area of leadership or people management
- Full driving licence.

### **What else do you need to know?**

#### **(Special personal attributes required for the role)**

- Strong leadership qualities.
- Self-sufficiency and reliable, while being a good team player.
- Demonstrates energy, dynamism and a positive attitude.
- Takes ownership of tasks and is determined to see them through to a conclusion
- Sound judgement, analysis and decision making abilities.
- The ability to manage time effectively and work to deadlines delivering on time.
- Strong interpersonal skills and the ability to communicate effectively at all levels.
- Possess a diplomatic manner, with the ability to resolve issues before conflict occurs.

### **Description of Service Group: IMDO – The Wider Team**

One of the six Service Groups in the Marine Institute, the IMDO was established by Statute in December 1999 and commenced operations in July 2000. The IMDO is responsible for the development of the Irish shipping and shipping services industry under the aegis of the Department of Transport, Tourism and Sport. As part of its remit the office;

- promotes the Irish Maritime sector, including short sea services, ports and education.
- promotes opportunities for international shipping and shipping services companies to set up or expand operations in the Irish market.
- publishes regular market reports and bulletins on the Irish ports and shipping sector.
- Advise the Minister and Department of Transport, Tourism and Sport, on policy related to the Maritime sector.

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

The successful candidate will report to the Director of Irish Maritime Development Office (IMDO).

### **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 a series of 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, Employee Assistance Programme, Bike to Work Scheme, Staff Medicals and Annual flu vaccination.

## Contacts:

### Within the Marine Institute:

Director of IMDO, staff of IMDO and CEO, Directors, Management and Staff of the Marine Institute.

**External:** - MaRITeC-X project partners and stakeholders nationally and internationally both public and private sector.

## Salary:

Remuneration is in accordance with the Public Sector approved Salary Scale for a Senior Administrator Scale (AP scale) which runs from €74,701-€93,095 on a full time basis 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 or are a member of another Public Sector Scheme

## Annual Leave:

Annual leave entitlement for a Senior Administrator is 30 days per annum. Annual leave entitlements are exclusive of Public Holidays and are managed using the Time & Leave Management System in Place in the organisation. 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 successful candidate will be offered a temporary specified purpose contract of employment for up to 13th March 2026, subject to continuation of the programme and related funding. The successful candidate will be on probation for the first 12 month of the contract.

## 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 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 Ireland's marine resources. The Institute undertakes, coordinates 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, Climate 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 (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](mailto:recruitment@marine.ie) or posted to Human Resources at the Marine Institute, Rinville, Oranmore, Galway. All correspondence for this post should quote reference **IMDO/MTX Mgr /Aug23**

#### **Closing date for Applications:**

All applications for this post should be received by the Marine Institute in advance of **12 noon Thursday 24<sup>th</sup> of August 2023** Unfortunately, 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 General Data Protection Regulation 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.**