

Marine Institute Job Description

Position	Laboratory Quality Manager – Team Leader
Grade & Contract	Temporary Two Year Career Break Cover
Service Group	Marine Environment and Food Safety Services
Location	Marine Institute HQ, Oranmore, Co. Galway (noting that we are currently considering & drafting our blended policy which may apply to this role)

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

The successful candidate will:

- Carry out the role of Quality Manager within MEFSS to maintain the high standards of accreditation/certification (ISO17025 and ISO9001) and expand the scope, as necessary.
- Represent the Institute in discussions with accreditation bodies and auditors, as with FSAI, vendors, sub-contractors and other relevant agencies.
- Keep abreast of evolving national and international legislation and regulation to ensure that the scope of the Marine Institute quality system satisfies requirements, including the policies and standards to which the quality system adheres.
- Identify opportunities for improvements and efficiencies in laboratory based activities within MEFSS (e.g. through the use of laboratory information management systems).
- Work closely with the Facilities Management function of the Marine Institute to ensure that best usage is made of the Institute's laboratory facilities.
- Work closely with the Purchasing function of the Marine Institute to ensure:
 - o Good practice and efficient supply and availability of laboratory consumables
 - o Good value is achieved in the procurement of goods and services, including those relating to maintenance and servicing of laboratory equipment
- Carry out Health and Safety activities for MEFSS, and ensure that policies, procedures and risk assessment are fit for purpose and adhered to.

Promote the quality ethos within MEFSS.

Background to Requirement:

The Marine Institute (MI) provides laboratory services in support of seafood safety, marine environment and fish health legislation and obligations. These various legislative obligations

- Gas Chromatography Mass Spectrometry (GCMS)
- Hydride Generation Atomic Fluorescence Spectrometry (HGAFS)
- Biology Scope
 - Molecular Diagnostics by Polymerase Chain Reaction (PCR)
 - Microbiological screening
 - Bacteriology methods by ELISA
 - Parasitology and Histology (Microscope techniques)
 - Virology by cell culture
 - Phytoplankton Taxonomy and enumeration

The scope of accreditation has been extended every year since 2001 to meet the increasing demand for accredited services and is likely to be extended further. The Laboratory Quality System was established and is supported by a Deputy Quality Manager as well as Technical and Deputy Technical managers in all service areas.

The Marine Institute is the Competent Authority responsible for the implementation of the Animal Health Regulation 2016/429 in Ireland

The successful candidate shall, in conjunction with the Fish Health Unit Manager, have responsibility for maintaining ISO 9001 certification for the work of the Competent Authority Office.

What do You Need to Have Done to Apply for This role? (Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitude, Experience and Training)

Essential / Important:

- A Degree in Science or an equivalent qualification.
- A minimum of three years relevant work experience in an ISO 17025 accredited environment.
- Management experience with direct proven ability to manage people, projects and budgets.
- Experience of significant involvement in a laboratory quality management system – e.g. as a manager/deputy -
- Significant knowledge of and experience with ISO17025 standard.
- Good knowledge and understanding of technical procedures and principles for various analytical test methods.
- Experience of auditing in a laboratory context and closing audit non-compliance issues, assessing the risks posed by the issues raised, determining root causes and making recommendations
- Proven knowledge of document control software (e.g. *Paradigm*).



Ideally Nice to Have / Desirable:

- Quality-related qualification – e.g. Diploma in Quality Management; Food Safety or Lead Auditor.
- Experience in implementing formal quality systems in a busy laboratory environment.
- Knowledge of/experience with other relevant standards – e.g. ISO 9001, ISO/IES 1704
- Hands-on experience in the use of *Paradigm* compliance management software.
- Broad understanding of technical aspects of the work of MEFSS and the relevant food, environmental and fish health legislation.
- Experience of organising and participating in an INAB audit.
- Project management experience / Laboratory Information Management systems
- Knowledge of/experience with laboratory Health & Safety/Risk Assessment procedures

What else do you need to know?

(Special personal attributes required for the role)

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

Description of Service Group: Marine Environment and Food Safety Services – T Team

Marine Environment & Food Safety Services

Marine Environment & Food Safety Services provide government agencies, industry and other stakeholders with marine licensing advice, and food safety, environmental and fish health scientific support through the implementation of monitoring and research programmes and the provision of

- We provide expert integrated advice to Government in support of sustainable development and management of the marine environment; and technical support on implementing European and national food safety and environmental legislation
- Working with the Food Safety Authority of Ireland and the Sea Fisheries Protection Authority we monitor seafood safety, supporting the Irish seafood industry's reputation for high quality products and meeting national and international regulatory requirements. For example:
 - The national biotoxin monitoring programme prevents the placement of toxic shellfish on the market; and
 - Testing of commercial landings of fish and shellfish for the presence of environmental contaminants and farmed finfish for residues of veterinary medicines is carried out to ensure compliance with strict European food safety standards.
- The team works with the Environmental Protection Agency in delivering

- Our fish health unit is the national authority responsible for implementation of national aquatic animal health legislation. We oversee and monitor the movement of fish and shellfish into, out of, and within Ireland.

All of the food safety, environmental monitoring and fish health work are accredited in accordance with ISO17025. The work of the Fish Health Competent Authority is ISO 9001 certified.

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

The successful candidate will report directly to the Director of MEFSS

What we offer

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).

Contacts:

Within the Marine Institute:

Director MEFS, MEFSS Section Managers, Deputy Quality Manager, Technical and Deputy Managers, Senior Laboratory Analysts and Laboratory Analysts.

External:

FSAI, INAB, Government Agencies, EU Commission, vendors and sub contract laboratories

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Scales for Team Leaders (Engineer II Grade), with a starting salary of €64,547 - €78,715 per annum, rated with time worked. You will become a member of the Single Public Service Pension Scheme. You will retain your pension membership if you are currently or have worked in the public sector within the last six months.

Annual Leave:

Annual leave entitlement for a Team Leader (Engineer II Grade) is 27 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 representative; in advance of being taken and in line with Marine Institute leave policies.

Duration of Contract:

This temporary specified purpose contract of employment, providing Career Break cover,

The Marine Institute is a non-commercial semi-state body, which was formally established (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, 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, development and innovation (RTDI). The Marine Institute seeks to assess and realise the potential of Ireland’s 220-million-acre marine resource; promote the sustainable development of the 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, regulation and the sustainable management and growth of Ireland’s marine resource. The Institute undertakes, coordinates and promotes marine research and development that is essential to achieving a sustainable ocean economy, protecting ecosystems and inspiring a new 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 and Aquaculture Advisory Services, (4) Irish Maritime Development Office, (5) *Policy, Innovation and 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. It sets out a roadmap for the Irish Government’s vision, high level goals and integrated actions across governance and business to enable our marine potential to be realised. Goal 2 of HOOW is to protect healthy marine ecosystems and specifically; to protect and conserve our rich marine biodiversity; manage our living and non-living resources in harmony with the ecosystem; and comply with environmental legislation (see <http://www.ouroceanwealth.ie/>



Foras na Mara
Marine Institute

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, Oranmore, Galway. All correspondence for this post should quote **MEFS/TL/LabQM/Sept22**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon of October 2022**. Unfortunately, late applications cannot be accepted.

Use of Data - all personal data and the information submitted for this application will be used 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 highest level of 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.