

Marine Institute Job Description

Position	Director – Policy, Innovation and Research Support Services
Contract	Contract of Indefinite Duration
Service Group	Policy, Innovation and Research Support Services (PIRS)
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 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

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. (see <http://www.ouroceanwealth.ie/>

Description of appropriate Service Group:

Policy, Innovation and Research Support Services (PIRS)

Policy, Innovation and Research Support Services (PIRS) works to stimulate Irish marine research and to promote Irish participation in national, European and international collaborations involving marine research and innovation. It also carries out policy and industry foresight that informs policy development and supports sustainable development.

The service area works closely with the research community in Ireland to ensure maximum participation in international and national programmes. This includes aligning Marine Institute funding with national and EU programmes to ensure maximum impact, while minimising gaps in marine funding requirements.

PIRS supports the implementation of Harnessing Our Ocean Wealth through the preparation of discussion documents, support for the preparation of an annual progress report and associated conference, and provision of support to initiatives of the inter-departmental Marine Coordination Group.

PIRS is structured into four main work programmes as follows:

The Office of Research and Development. The research office develops and manages the Institute's marine research funding programme which in recent years has had annual budget of circa €10m. This is done through the provision of information about national and international marine research funding opportunities. The team contributes to the development of national marine research and innovation policy.

International Programmes. By maintaining links with key international marine research funding organisations such as the Joint Programming Initiative for Healthy Seas and Ocean (JPI-Oceans), the European Marine Board and the UNESCO Intergovernmental Oceanographic Commission (IOC), this programme supports the development of a vibrant marine research community in Ireland. This is done by encouraging national participation in EU and other international research funding programmes. This includes providing a conduit for international marine research funding information. It also entails highlighting the priorities of the European Commission within to the marine research community in Ireland, and endeavouring to influence EU programmes to reflect national priorities.

Marine Policy and Foresight. PIRS provides support and advisory services to the State that inform policy, underpinning sectoral development and protecting the marine environment. Specifically, PIRS provides support to the CEO of the Marine Institute and the interdepartmental Marine Coordination Group, supporting the implementation of Ireland's Integrated Marine Plan. PIRS also carries out foresight on marine policy and industry opportunities. PIRS also ensures expertise available from the Marine Institute and Marine Institute funded programmes are effectively utilised.

Advanced Marine Technology Programme (AMT). This programme promotes industry-oriented research. The current areas of focus are (i) advanced sensing, communications and informatics and (ii) the marine bioeconomy. The programme aims to enable the development of next generation technology solutions for marine sectors. The programme also assists in delivering innovative technology solutions to global markets. A key initiatives of this programme include the creation of a multidisciplinary innovation cluster supporting the convergence of ICT and

marine sectors and engagement of industry in identification of opportunities in the bioeconomy. The AMT works closely with the recently established Marine Development Team (MDT) to provide identification of early stage marine industry project opportunities.

PIRS also promotes the Marine Institute's role as a research partner and ensures that Irish marine researchers are aware of relevant national and international developments.

The Working Environment

The Director will be based at the Marine Institute's Galway Headquarters in Oranmore. The majority of the PIRS team are located in Oranmore, with the International Programmes manager based in Dublin. The Director will be expected to travel on a regular basis to represent the PIRS team, the Marine Institute and the state, 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 PIRS is engaged at a senior level balancing strategy and operational needs to ensure that a highly skilled and experienced Service Group delivers key programmes and advice for our clients and Stakeholders.

The Director plays a key role as part of the senior management team within the 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, research policy and marine sectoral development at national, European and international level.

The Director will lead an experienced management team in implementing performance measures to deliver on the strategic goals of the service group and of the organisation.

The Director will provide direction to the PIRS team in maintaining independence of the Marine Institute's role as a research funder while ensuring that research performers, both within the Marine Institute and without receive support in the targeting national and international funding opportunities.

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

The Director will provide policy advice to key government stakeholders, including government departments and national agencies, in particular in the areas of research policy and Harnessing Our Ocean Wealth.

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 International Programmes, Marine Policy and Foresight, Advance Marine Technology, and Office of Research and Development teams; 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 PIRS 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 the national Marine Research and Innovation strategy, and promote the use of the strategy by other government departments and agencies.
- Work closely with DAFM and other government Departments in the effective delivery of foresight and policy advice and international programmes.
- To provide national leadership in relation to marine research and innovation, working in partnership with other state agencies, Higher Education Institutes (e.g. the Universities and Institutes of Technology), other Research Performing Organisations and industry partners.
- Proactively engage with colleagues externally to build and manage relationships with senior policy makers and develop close working relationships with key external partners.
- Make optimum use of resources, instilling the importance of efficiencies and value for money while ensuring effective budgeting and management of PIRS financial resources, including proactive planning and allocation of service group resources in line with changing business priorities.
- Participate in regular H.R. reviews; promoting training and staff development in a culture of learning and development, to ensure that PIRS is a rewarding place in which to work.
- Support the development of innovative data management and publication and data management strategies to maximise the value of products and advice produced by the Marine Institute, in collaboration with other M.I. teams.
- Build and maintain effective relationships with industry sectors, including those traditionally associated with the Marine sector and those that can benefit from research and innovation to create sustainable economic development.
- Provide leadership and coordination in the development of new programmes as may be required under national, European and international initiatives.
- Ensure the ongoing and effective communication of PIRS outputs including reports, workshops, website and the publication of results in scientific peer reviewed journals.
- Ensure consistent and regular internal communications within PIRS team, promoting active listening, the understanding of others and employee engagement.
- Participate on behalf of the Marine Institute at national fora 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, Communication team, PIRS management team and Staff, other Staff and Managers within the M.I.

External: Officials from a range of government departments including:

- Department of Agriculture, Food & Marine;
- Department of Jobs, Enterprise and Innovation;
- Department of Communications, Climate Action and Environment;
- Department of Transport, Tourism and Sport;
- Department of Housing, Planning, Community and Local Government
- Department of the Taoiseach
- Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs
- Department of Education and Skills

Officials from the EU Commission, in particular:

- DG RTD
- DG REGIO
- DG ENV
- DG MARE

International marine science organisations such as the Joint Programming Initiative for Healthy Oceans and Seas (JPI Oceans), The European Marine Board.
National Agencies, such as Science Foundation Ireland, Higher Education Authority/Irish Research Council, Údarás na Gaeltachta, BIM, Bord Bia, and Teagasc
Higher Education Institutes and SFI Research Centres
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 PIRS. 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.
- An ability to influence and forge strong personal relationships.
- Familiarity with national and EU strategies in relation to the diverse range of marine related sectors.
- A demonstrated ability to credibly lead PIRS 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 PIRS 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.
- 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 facilitate 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 pro-rated with time worked. This position is a core full time post and includes membership of the Marine Institute Pensions schemes.

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/PIRS/March 2017.

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12:00 noon on Wednesday 5th April 2017**. Please note that late applications will not be accepted

The Marine Institute is an equal opportunities employer