Marine Institute Job Description

Position	**Site and Science Manager – Aquatic Research & Operations (including Long Term Ecological Research)**
Grade & Contract	**Analogous to Section Manager (ENG I) | Contract of Indefinite Duration (issued at the discretion of Marine Institute - Subject to Successful Completion of Probation and Effective Performance)**
Service Group	**Fisheries Ecosystems Advisory Services (FEAS)**
Location	**Marine Institute Burrishoole Research Facility, Newport, Co. Mayo** **The Marine Institute has a Blended Working Policy in place, subject to the operational and site-based requirements of this role.**

Who Will You Work with and What Will the Role Involve?

The Site and Science Manager will lead the Marine Institute's Burrishoole Newport Long Term Ecological Research Facility as both a scientific programme manager and the accountable site manager. Reporting to the Director of FEAS, the postholder will provide integrated leadership across people, science, operations, infrastructure, risk and external partnerships, ensuring that work based at Newport is safe, well governed, strategically aligned and delivered to a high standard.

The role will have direct line-management responsibility for the programme leads responsible for the scientific programmes, technical and operations teams, currently a Team Leader and a Senior Laboratory Analyst. The postholder will work closely with colleagues across other Marine Institute service groups, and with external partners including Inland Fisheries Ireland, the National Parks and Wildlife Service, universities, research funders and other relevant agencies.

The Site and Science Manager will oversee the Newport portfolio at management level. This includes long-term ecological research, diadromous fish census work including fish-trap operations , catchment monitoring and sampling, telemetry, tagging and large-pelagic work, hatchery and broodstock activities, , and associated scientific infrastructure.

The Marine Institute recently completed reviews of its organisation and strategic achievement. The outcomes of these reviews are expected to affect the roles and duties of employees and to bring about other organisational changes. There will be amendments to duties in the coming months and any impacts or changes will be communicated.

What Will You Be Doing Every Day?

Principal Tasks:

- Act as the accountable site manager for the Newport Facility, providing visible leadership and coordinating site-wide priorities, resources, communications and performance.
- Lead, manage and develop the Newport team through clear objectives, effective delegation, coaching, performance management, workforce planning and succession planning.

- Create an inclusive and safe working environment in which staff can raise concerns, contribute ideas, challenge constructively and work effectively across scientific, technical, laboratory and administrative disciplines.
- Provide management oversight of Newport-based science programmes, including long-term ecological research, fish census, catchment sampling and monitoring, telemetry, tagging and large-pelagic programmes, ensuring alignment with Marine Institute priorities.
- Ensure effective operational management of the hatchery and broodstock programme, catchment fieldwork, fish traps, sampling schedules, laboratories, equipment and scientific facilities, with clear ownership and escalation arrangements.
- Ensure robust health and safety, risk management, emergency preparedness, business continuity, quality assurance, environmental management and compliance arrangements are maintained across the site.
- Oversee section budgets, procurement, contracts, project governance and resource allocation, demonstrating value for money and compliance with Marine Institute policies and public-sector governance requirements.
- Work with Corporate Services colleagues responsible for buildings and local site support to identify, prioritise and resolve facilities, utilities, maintenance, security, access and capital-planning issues.
- Develop and maintain strategic partnerships with Inland Fisheries Ireland, the National Parks and Wildlife Service and other research, policy and operational partners to improve scientific impact, resilience and efficient use of capability.
- Establish performance measures and management information covering programme delivery, staff capacity, site risks, budgets, quality, safety and infrastructure, and report clearly to the Director of FEAS and relevant governance forums.
- Champion modern data governance, data literacy and evidence-based decision-making, including appropriate data protection, information security, FAIR data principles, reproducibility and effective use of digital platforms.
- Promote continuous improvement, proportionate automation and user-centred digital workflows across field, laboratory and management processes.
- Ensuring scientific outputs and operational decisions support relevant national and EU priorities for biodiversity, climate adaptation, sustainability and ecosystem-based management.
- Represent the Marine Institute credibly in internal and external meetings, communicate complex scientific and operational matters clearly, and build trust across diverse stakeholder groups.
- Maintain an active overview of dependencies and specialist responsibilities during transition, ensuring that work outside the scope of the Site and Science Manager role is reassigned, resourced or formally discontinued.
- Undertake other appropriate duties as assigned by Marine Institute senior management, consistent with the grade and evolving needs of the organisation.

What Do You Need to Have Done to Apply for This Role?

Essential:

- A relevant third-level qualification in a scientific, environmental, fisheries, ecological, operational or other discipline appropriate to the post.
- Substantial relevant experience in a scientific, technical or environmental setting, including direct responsibility for people, programmes or projects, budgets and delivery.
- Demonstrated experience of leading multidisciplinary teams, setting expectations, delegating effectively, developing capability and addressing performance or conflict issues constructively.
- Demonstrated ability to manage a complex operational site or comparable portfolio involving facilities, field or laboratory activities, health and safety, risk and business continuity.

- A strong understanding of scientific programme governance, quality assurance, data management and the translation of evidence into advice, decisions or operational priorities.
- Proven judgement and analytical capability, including the ability to assimilate complex scientific, operational, operational, financial and organisational information and make timely, well-grounded decisions.
- Experience of planning and prioritising multiple programmes and resources, establishing controls and performance measures, and delivering high-quality outcomes within budget and governance requirements.
- Proven ability to communicate clearly and credibly with technical and non-technical audiences, including senior management, staff, partner agencies and external stakeholders.
- Demonstrated ability to build collaborative partnerships and represent the organisation effectively in national or international settings.
- Digital fluency and data literacy, including effective use of collaborative platforms, data systems and analytical information, with awareness of data protection, information security and cyber hygiene.
- A commitment to inclusive leadership, staff wellbeing, continuous learning, public-service values, integrity and accountability.
- Excellent written communication and report-writing skills.

Desirable:

- A postgraduate qualification in a relevant scientific, environmental, management or leadership discipline.
- Knowledge of freshwater, diadromous fish, catchment ecology, telemetry, tagging, hatchery or long-term ecological research programmes.
- Experience of developing inter-agency partnerships or externally funded research programmes.
- Experience of integrated site, facilities, laboratory, fieldwork and scientific infrastructure management.
- Familiarity with Irish and EU biodiversity, climate, fisheries, environmental monitoring or public-sector governance frameworks.
- A full clean driving licence.

What Else Do You Need to Know?

- The role requires a visible and regular on-site leadership presence at Newport, balanced with the Marine Institute's blended-working arrangements and the practical requirements of managing a field and research facility.
- The postholder must be decisive, solution-focused and accountable, while knowing when to seek specialist advice or escalate material scientific, safety, people, financial or infrastructure risks.
- The successful candidate will be expected to lead through influence as well as formal authority, integrating teams with different professional backgrounds and priorities.
- The role requires resilience, sound judgement, attention to operational detail and the ability to retain a strategic, whole-site perspective.
- Participation in relevant emergency, incidents or operational-response arrangements will be required in accordance with approved Marine Institute procedures.

Description of Service Group: Fisheries Ecosystems Advisory Services

FEAS comprises scientific, technical, postgraduate and administrative staff operating principally from the Marine Institute headquarters in Oranmore, with additional port-based facilities and the long-term ecological

research facility at Newport. Its mission is to research, assess and advise on the sustainable use of marine fisheries resources. FEAS provides integrated scientific advice and support to Government, participates in national and international scientific fora, undertakes monitoring and research programmes, and contributes evidence relevant to fisheries management, biodiversity, climate and wider marine policy.

The MI Facility at Newport provides a distinctive long-term platform for catchment and fish research, monitoring, field operations and collaborative science. The Site and Science Manager is responsible for ensuring that this capability is managed as a coherent, safe and strategically aligned part of the MI.

Who Will You Report To / Who Will Manage and Support You?

The successful candidate will report to the Director of FEAS and will be based at the Marine Institute Research Facility in Newport, Co. Mayo.

Direct reports will include the Team Leader responsible for the scientific programme team and the Senior Laboratory Analyst responsible for laboratory and operational staff. Final reporting arrangements and role titles will be confirmed through the approved workforce and recruitment process.

Key Contacts

Within the Marine Institute:

- Director of FEAS and FEAS Section Managers
- Newport scientific, technical, laboratory and administrative staff
- Corporate Services, including facilities & services, finance, procurement, HR, ICT, health and safety and local site support
- Other Marine Institute service groups, project leaders and governance forums

Outside the Marine Institute:

- Inland Fisheries Ireland and the National Parks and Wildlife Service
- Relevant Government Departments and agencies
- Universities, research organisations, funders and project partners
- ICES and other relevant national or international scientific networks
- Suppliers, contractors, community interests and other stakeholders connected with Newport operations

What We Offer

We value our staff and their contribution to the work of the Marine Institute. Benefits include personal and career development, work-life balance policies, an employee assistance programme, Bike to Work Scheme, staff medicals and annual flu vaccination. Training will be provided as required and development needs will be identified through the Marine Institute Performance Management Development System (PMDS).

Salary, Leave, Contract and Recruitment Information

Salary: Remuneration will be in accordance with the Public Sector, Department of Finance-approved Salary Scale for Section Manager (ENG I), with a full-time salary scale running from €87,510 - €109,216 (as of June 2026) per annum, pro-rated with time worked. You will commence on the first point of the scale €87,510 and 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 Section Manager is 30 days per annum, exclusive of Public Holidays, and is managed in accordance with Marine Institute policies.

Duration of Contract: The post will offer a Contract of Indefinite Duration subject to completion of the assigned probationary periods and demonstrated performance consistently to the required standard. The role comes with a probationary period of 9 / nine months.

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, Rinville, Oranmore, Galway, H91 R673. All correspondence for this post should **quote reference FEAS/SM Newport/Nov2026.**

Closing date for Applications: All applications for this post should be received by the Marine Institute in advance of **12 noon, Friday the 4th of December 2026**. Unfortunately, late applications cannot be accepted.

Please note: Interviews for this post are expected to take place towards the end of the week commencing the 7th of December 2026 or early in the week commencing the 14th of December 2026.

Eligible Candidates must be:

1. A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
2. A citizen of the United Kingdom (UK); or
3. A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
4. A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 or a Stamp 5 visa.

Personal data will be processed only for the purpose of the recruitment campaign and in line with applicable Marine Institute data-protection and retention requirements.

The Marine Institute is an organisation that champions diversity, inclusion and equality. Applications are welcomed from all suitably qualified candidates, and reasonable accommodations are available throughout the recruitment process at the request of candidates.

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 (GDPR) Policy and data retention schedule. All information will be treated with the strictest confidence and accessed only by those involved directly in the campaign.