

Marine Institute Job Description

Position	Stakeholder Engagement Manager
Grade & Contract	Senior Administrator (Assistant Principal), reporting to the Chief Executive Officer – Temporary role up to December 31st, 2029
Service Group	Office of the CEO
Location	Marine Institute, Rinville, Oranmore, Co. Galway The Marine Institute has a Blended Working Policy in Place

Who will you work with and what will the role involve?

This role is based in the Office of the Chief Executive Officer (OCEO) and provides critical support to the Marine Institute. The role supports the Chief Executive Officer (CEO) as they lead the organisation in delivery of the Marine Institute Strategy *Ocean Knowledge that Informs and Inspires*.

The Stakeholder Engagement Manager will play a senior leadership role in planning, managing, and delivering effective stakeholder engagement for the Marine Institute. The post holder will support the CEO and Senior Leadership team in co-ordinating impactful strategic relationships with Government Departments, agencies, national and international partners, and other key stakeholders, ensuring engagement activity supports the Institute's statutory mandate, strategic objectives, governance obligations, and public accountability requirements.

The role requires a high level of judgement, autonomy, and influence, to operate with credibility and impact at senior levels across the public service and with external partners.

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 staff and to bring about other organisational changes. Any impacts or changes will be communicated.

What will you be doing every day?

Principal Tasks:

The appointee will work from the Marine Institute Headquarters in Rinville, Oranmore, Co. Galway to support the Chief Executive Officer (CEO) and Senior Leadership Team (SLT) by leading, overseeing, and coordinating a programme of Stakeholder Engagement aligned with our mandate, Strategic Plan and annual priorities. This will include:

1. Strategic Stakeholder Leadership

- Lead and manage **key strategic stakeholder relationships** on behalf of the Marine Institute, including Government Departments, State agencies, EU and international bodies, and sectoral partners.
- Act as a **senior point of contact** for complex or sensitive stakeholder matters.
- **Provide expert advice** to senior management on stakeholder risks, opportunities and emerging issues.

2. Stakeholder Engagement Planning and Delivery

- Work with the CEO and SLT, to develop, implement and oversee **structured stakeholder engagement plans** aligned to the Marine Institute's Strategic Plan and Government policy priorities.
- **Ensure a coordinated, consistent approach to engagement** across the organisation.
- **Monitor and evaluate engagement effectiveness** and recommend improvements.

3. Senior Briefing and Advisory Support

- Lead the preparation of **high-quality briefing material**, talking points and engagement notes for the CEO, Board, and Senior Leadership Team.
- **Provide clear, evidence-based advice** on complex stakeholder, protocol, and reputational matters.
- **Support senior leaders** in preparation for high-level meetings, external engagements, and official events.

4. Communications

- Ensure **delivery of an agreed programme of communications outputs** on an annual basis that fulfil identified strategic and mandated goals.
- **Manage the Marine Institute communications team** on a daily basis.
- **Act as a communications lead** in media and other engagements.
- Take a lead role in inspiring service groups to ensure current information and content on the Marine Institute Website.

5. Protocol, Events and Representation

- Act as **Protocol Officer** for the Institute, ensuring appropriate standards are applied for official visits, delegations, and high-level engagements.
- Lead the planning and delivery of **national and international stakeholder events** that showcase Marine Institute activities and priorities.
- **Coordinate engagement logistics**, invitations, and schedules for senior-level visits and events.

6. Governance, Compliance, Risk Management and Public Accountability

- Support compliance with **Ethics in Public Office** and related governance requirements, including coordination of statutory declarations and associated records.
- Coordinate Marine Institute responses to **Oireachtas and parliamentary queries**, ensuring accuracy, quality and adherence to timelines.
- Contribute as a manager to **proactively manage relevant risks** in line with Marine Institute Risk Management Policy and practices.
- **Contribute to broader governance and compliance** matters as required within the OCEO.

7. Leadership, Collaboration and Organisational Contribution

- **Work collaboratively** with all service groups (and particularly those with responsibility for Policy, Legal and Financial Compliance, and Governance) to ensure aligned and coherent stakeholder engagement.

- **Provide leadership, guidance and mentoring** to staff engaged in stakeholder-facing activities.
- **Represent the Marine Institute** in cross-government or inter-agency forums as required.

8. Financial and Contract Oversight (as applicable)

- **Manage and oversee contracts** related to stakeholder engagement, events, or protocol services.
- **Monitor associated budgets**, ensuring effective financial control and value for money in line with Marine Institute and public-sector requirements.

Any other duties relevant to the position and appropriate to the grade as required from time to time.

SELECTION CRITERIA:

i.e.: The Qualifications, Knowledge, Skills, and Experience required for this role.

Essential:

At this level, the successful candidate will be expected to demonstrate the strong leadership capability, sound judgement, and emotional intelligence required to operate with influence and credibility at senior levels across the public service, supported by significant experience in stakeholder engagement, governance, and public accountability.

- A **relevant primary degree** in an area such as Business, Policy Development, Strategic Leadership, and/or Stakeholder Engagement.
- A **minimum of five years' experience** in management positions in either the public or private sector.
- Proven **ability to lead and influence at senior level**, exercising autonomy and sound judgement within a public-sector policy framework.
- Excellent **leadership and people management skills**, evidenced by demonstrable collective achievements.
- Strong analytical skills, with the ability to **assess complex stakeholder environments**, identify risks and opportunities, and provide clear, evidence-based advice.
- Proven ability to **plan, coordinate and deliver complex programmes of work**, ensuring high-quality outputs within agreed timelines.
- **Experience managing multiple priorities** in a demanding, high-profile environment.
- Excellent **written and verbal communication skills**, including the ability to produce high-quality briefing material for senior leaders and external stakeholders.
- Strong understanding of, and adherence to, **public sector governance, accountability, political awareness and ethical standards**.
- Experience of **contract and/or budget oversight** ideally related to stakeholder engagement, events or services.

- **Strong IT literacy**, ideally with MS Office including SharePoint and MS Team.
- **Full, clean driving licence.**

Desirable:

- Demonstrated ability to represent an organisation credibly ideally with some experience in **cross-government or inter-agency settings.**
- **Demonstrated judgement** in managing challenging reputational or politically sensitive acute issues.
- **Knowledge of protocol** and official engagement standards relevant to senior-level public-sector operations.

Key personal attributes required for the role:

This is a “hands on” role where the day-to-day duties will evolve depending on the needs of the organisation. The key personal attributes required for the role include:

- Excellent interpersonal, communication, and influencing skills, demonstrating the ability to build and maintain effective professional relationships, and advance goals diplomatically with a wide range of partners and stakeholders.
- Demonstrated commitment to public-service values, including personal integrity, transparency, accountability, and professionalism.
- Ability to work in an organised manner and to progress work independently, whilst creating and leading an effective and collaborative team environment.
- Demonstrated leadership skills and experience combined with energy and a positive attitude.
- A dynamic, solution-focused and impact-oriented approach, applying personal initiative and ideas.
- Reliability, flexibility, and ability to remain calm and objective under pressure.
- Ability to effectively prioritise multiple outputs and manage time to deliver outputs on schedule (including multiple equally important deliverables).
- Commitment and drive to overcome obstacles and motivate others in delivering results.

Who will you report to? Who will manage and support you?:

The successful candidate will be based at the Marine Institute Oranmore and will report to the CEO.

The OCEO, led by the CEO, works closely with all service areas and particularly with the Corporate Services team as they provide support, governance and general services to all other Marine Institute service areas.

The OCEO staff include an Executive Assistant to the OCEO / Strategic Project Supports Officer, Administrative Project Support, Clerical Assistant, and the Marine Institute's Communications team.

The appointee will be assigned a buddy and / or mentor to help with settling into the organisation / role.

What we offer:

The Marine Institute has many high-performing, talented and diverse teams and colleagues who are committed to, and passionate about, the work that we do. We are building a workplace and workforce for the future; one that is evolving with changing work practices, employee expectations, and service needs. We aim to be an employer of choice, attracting high-calibre staff, retaining existing team members, and fostering an environment where they feel supported and enabled to innovate and deliver our services with excellence. We are a workplace where an agile, diverse, motivated, and valued team delivers service with excellence. This supported by a culture of collaboration, wellbeing, innovation and continuous development, aligned with our vision and mission, and enabled through living our values.

The Marine Institute values its staff, and their contributions to the Institute's work. The Marine Institute provides benefits that promote a healthy work-life balance and to help staff to develop professionally. These include personal and career development opportunities, work/life balance policies, an employee assistance programme, 'Bike to Work' Scheme, staff medicals, and annual flu vaccination.

This role requires at least three days a week on-site. Elements of this role may be performed off-site, and it is expected that the individual will work with their manager to agree same, in accordance with the Marine Institute blended working policy. The Marine Institute's Blended Working (Remote Working) policy supports our efforts to increase flexibility, enhance health, wellbeing, and work-life balance, and contribute positively to climate action. Our Blended Working arrangements aim to develop a more dynamic, agile and responsive Public Service, while sustaining strong standards of performance and high levels of productivity.

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

Contacts:

The basis of this role is engagement with stakeholders.

Within the Marine Institute: The individual will work directly to the CEO and will work closely and collaborate with Directors, Managers, and Teams across the Institute.

External: The individual will engage with:

- Government Departments (particularly our parent Department of Agriculture, Food, and the Marine; and the Departments of Climate, Energy, & the Environment; Transport; and Housing, Local Government & Heritage);
- Semi-state bodies and agencies;

- European and International bodies and organisations;
- Industry representatives;
- National and International Research and Academic Institutions; and,
- the Public.

Salary:

Remuneration is in accordance with the Public Sector, Department of Finance, DPENDR approved Salary Scale (as of June 2026) for the Senior Administrator (Assistant Principal) grade, which runs from €83,113 to €103,576 gross per annum.

The successful appointee will commence on the first point of €83,113 and become a member of the Single Public Service Pension Scheme unless you are currently or have worked in the Public Sector in the last 6 months or are a member of a public sector pension scheme.

Annual Leave:

Annual leave entitlement for a Senior Administrator (Assistant Principal) is 30 days per annum. Annual leave entitlements are exclusive of Public Holidays and are managed using the Time and 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:

This temporary specified purpose contract of employment up to the 31st of December 2029 will be issued, subject to resources continuing and being available from the externally funded programmes financing this support role.

The successful candidate will be on probation for the first nine months of this 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 Ireland’s scientific agency responsible for supporting the sustainable development of the state’s maritime area and resources. We do this through conducting applied research and providing scientific knowledge, advice and services to government, industry and other stakeholders and users. This policy advice capacity, our broad mandate, and the research

programmes we fund and undertake, give us a unique insight into the science-policy interface and make us an exemplar in the provision of integrated ocean knowledge.

The Marine Institute provides a broad range of essential scientific support to its parent department, the Department of Agriculture, Food and the Marine (DAFM) and other Government Departments and Bodies. There is an increasing demand from Government for the data and evidence that are essential to inform national policy and to underpin the state's governance of our maritime area. Through laboratory, field and seagoing work, the Institute carries out statutory environmental, fisheries and aquaculture surveys, seafood testing and other monitoring programmes assigned by government. The Institute plays an important role in supporting the state's response to the impacts of our changing seas and oceans, through working with the national and international scientific community to observe, study and understand our changing oceans. This essential scientific advice supports industry, protects consumers and underpins legislative and other obligations aimed at the protection and management of the marine environment.

The Marine Institute's five year Strategic Plan (2023 to 2027, available [here](#)) articulates our ambition and purpose:

Our vision: *The Marine Institute is a national and international leader in ocean knowledge that benefits people, policy and planet.*

Our Mission: *The Marine Institute provides scientific, research and development services to Government, agencies, industry and society that support the sustainable use of our maritime area, the protection and restoration of marine ecosystems, and promote a shared understanding of the ocean.*

There are currently six broad service areas within the Marine Institute:

1. Ocean, Climate and Information Services
2. Marine Environment and Fish Health Services
3. Fisheries Ecosystems Advisory Services
4. Irish Maritime Development Office
5. Policy, Information and Research Services
6. Corporate Services.

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 **OCEO/AP STAKE-ENG/AUG2026**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon Friday 7th August 2026**. Late applications cannot be accepted.

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.

Use of Data: All personal data and the information submitted for this application will be used solely for the purpose of this recruitment 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.

SELECTION PROCESS:

Shortlisting:

All applications are assessed by an expert panel against the essential and desirable criteria aligned with the requirements of the role.

Selection Methods:

The process includes shortlisting followed by interview(s). For key roles, a second interview may be required. Satisfactory references will be sought, but referees will not be contacted without the candidate's prior consent.

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 advise if there are any special accommodations required for the recruitment process. We are here to help you access opportunities with us.