

Marine Institute Job Description

Position	Human Resources Generalist
Grade & Contract	Administrative Assistant Grade (Executive Officer), contract of indefinite duration
Service Group	Corporate Services
Location	Rinville, Oranmore, Co. Galway. (There is a blended working policy in place)

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

The successful individual will work as part of the Human Resources (HR) team to support the delivery of Services and Projects across all areas of our work programme.

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 will be a workplace where an agile, diverse, motivated, and valued team delivers service with excellence. This will be driven 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 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 successful candidate will work in a role that offers variety and sits in a busy and changing environment. The role comes with accountability and responsibility for coordinating assigned services and projects to support a wide range of HR activities, including Recruitment & Selection, Learning and Development, HR operations, Reporting and compliance, employee engagement, staff wellbeing and HR administrative support, etc. Examples of key responsibilities include:

- Support the Head of HR and HR Team Lead with Recruitment & Selection activities for designated vacancies, ensuring compliance with Marine Institute policies, employment legislation, and equality best practice.
- Coordinate end-to-end recruitment campaigns, including attracting candidates, reviewing applications, scheduling interviews, preparing interview documentation, and managing offers and onboarding processes.
- Maintain and support the implementation of the Marine Institute's Recruitment & Selection strategy and processes in place.
- Liaise with Hiring Managers to identify staffing requirements and develop recruitment

plans.

- Draft and coordinate the review of job descriptions and advertisements in consultation with Hiring Managers and Trade Unions, where applicable.
- Facilitate shortlisting meetings and support interview panels throughout the recruitment process.
- Coordinate interview schedules and communications with candidates and panel members and participate in interview panels as required.
- Ensure and promote efficiency in processes, positive candidate experience, equality, diversity, and inclusion.

Learning & Development

- Support the implementation of the Learning and Development Strategy and Annual Implementation Programme as required.

HR Operations

- Support HR administrative activities across a range of areas as required, including induction, probation management, contract administration, employee records management, and exiting the organisation.
- Ensure operational effectiveness and adherence to operating procedures across services.
- Maintain HR systems and employee records, ensuring data accuracy, confidentiality, and compliance with GDPR requirements.
- Assist with the preparation of HR reports, metrics, and workforce data to support decision-making and planning.

Employee Relations & Organisational Support

- Support managers and employees with general HR queries and provide guidance on HR policies, procedures, and processes in line with your level of responsibility and accountability.
- Conduct exit interviews and analyse feedback to identify trends and opportunities for organisational improvement.
- Support HR projects and initiatives as agreed for the annual Performance Management Plan and Key Performance Indicators for this role.

General

- Contribute to the ongoing development and improvement of HR policies, procedures, and systems in an Excellence Through People Certified Environment.
- Participate in HR and organisational projects as required.

Any other duties appropriate to the role and grade as assigned 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 relevant qualification in Human Resources or a business subject with a Human Resources focus.
- At least 18 months of relevant work experience in a busy administrative environment (ideally to include experience in a human resource environment with some Public Sector experience).
- Demonstrated responsibility for planning and organising work in a professional environment.
- Direct experience of providing support to Stakeholders.
- High levels of computer literacy, to include all MS Office packages and the use of SharePoint, Statistical analysis, and web-based communication tools.
- Impactful communication skills, with a demonstrated ability to build professional relationships and networks.
- Excellent interpersonal skills, including an ability to deal sensitively with others and the ability to handle sensitive and confidential information with discretion and integrity.
- High levels of numerical and literacy skills.
- Demonstrated planning and organising skills and managing time effectively to ensure the delivery of services and projects to tight deadlines.
- The ability to work independently.
- Solutions-oriented with excellent initiative and problem-solving ability.
- A full driving licence and access to your own transport.

Ideally nice to have / Desirable:

- Chartered Institute of Personnel and Development (CIPD) Membership.
- Track record in the production of H.R. metrics.

What else do you need to know? (Special personal attributes required for the role)

- An analytical approach to problem solving.
- An ability to work in an organised manner and progress work independently, taking accountability for deadlines and quality outputs.
- Good judgement.
- An ability to collaborate with members of multi-disciplinary technical teams.
- An ability to use initiative and to drive results.
- Good interpersonal written and verbal communication skills.
- Demonstrated ability to de-escalate situations and intervene early to avoid conflict.
- Effective organisation, time management and administration skills.
- Demonstrated ability to work as part of a team, to take instruction and to know when to escalate issues.
- Ability to research, analyse data and communicate in an accessible way to multiple audiences

Description of Service Group: Corporate Services – The wider team

Led by our Director Patricia Orme, the Corporate Services Group includes Finance, Human Resources, Facilities and Services, Communications, and Library & Information Services as well as Corporate Governance & Compliance, Procurement, Tendering, and Contracts Management. The group also has responsibility and oversight for the General Data Protection Regulations. These teams provide vital support to each of the Marine Institute staff countrywide, helping to deliver a consistent and high-quality service in line with the strategic objectives and priorities of the Institute.

Human Resources Team (HR)

The Human Resources team is a professional and dedicated team helping the Marine Institute (MI) obtain and hold “Excellence through People Certification” since 2004. We are committed to supporting a culture of Diversity, Inclusion & Equality, to open communications and to promoting a shared mission, vision, and values. We promote opportunities for equity among our professionals, regardless of gender, disability, LGBTQ +, race, ethnicity, generations, and beliefs. We place a high value on celebrating success, engaging with our people, and putting the framework and supports in place to foster excellence reflected in high-performing teams and individuals. Supports and services from the HR team are built around the delivery of the MI strategic objectives and a commitment to employee wellbeing and development. Collectively, the team delivers excellence in the areas of recruitment and retention, learning and development, performance management, employee engagement and Communications, health, safety & wellbeing, rewards and pensions, mentoring and support, policy and legislation, risk management, and business continuity planning.

Who will you report to and who will manage and work with you?:

The successful candidate will be based at the Marine Institute's Oranmore Headquarters and will report to the Human Resources Team Lead / Head of Human Resources or the appropriate designate as agreed.

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 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, an employee assistance programme, “Bike to Work” Scheme, staff medicals and annual flu vaccination.

Contacts:

Within the Marine Institute:

H.R. Team and Manager, Director of Corporate Services, Corporate Services Managers and Teams, and Directors, Managers, and teams across the Marine Institute.

Outside the Marine Institute:

Government Departments, State Agencies, Higher Education Sector, Service providers, Training Providers, Students, General Public.

Salary:

Remuneration is in accordance with the public sector, Department of Finance-approved salary scale for Administrator Assistant (EO), which runs from €38,803 - €63,227 on a full-time basis per annum, pro-rated with time worked. You will commence on the first point of the scale, €38,803 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 and are a member of another Public Sector Scheme.

Annual Leave:

Annual leave entitlement for an Executive Officer is 23 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:

This role comes with a Contract of Indefinite Duration subject to performance and probation. The successful candidate will be on probation for the first six months of this contract.

Conditions of Offer:

Internal offers are subject to receipt of one satisfactory reference check and the required medical assessment completed by a Marine Institute appointed medical professional where applicable for a role.

External offers require two satisfactory references and completion of an appropriate pre-employment medical or medical questionnaire completed by a Marine Institute appointed medical professional where applicable for a role.

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 policymaking, 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 laura.oleary@marine.ie or posted to the Marine Institute, Rinville, Oranmore, Galway. All correspondence for this post should quote reference **CS/EO/HRGEN/SEP26**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon Friday, 11th September 2026**. Unfortunately, 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 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.