

Marine Institute Job Description

Position	Temporary Laboratory Attendant - WFD Support
Grade & Contract	Laboratory Attendant – Temporary Specified Purpose Contract for up to 31st December 2027 (DHLGH funded)
Service Group	Marine Environment and Food Safety Services
Location	Marine Institute HQ, Oranmore, Co. Galway

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

The laboratory Attendant will primarily be responsible for carrying out a range of duties in support of the Water Framework Directive (WFD) monitoring programme team. The role will include preparation of samples (e.g. biota, sediment, and water) for analysis, contributing to monitoring programmes and relevant research initiatives, supporting operation of the laboratory and testing programme and associated fieldwork. All work will be completed within the ISO17025 quality system operated in the Marine Institute. The work will primarily be carried out in the Marine Institute’s facilities in Oranmore Co. Galway. Assignments may also be carried out at other Marine Institute locations or in the field from time to time.

What Will You Be Doing Every Day?

Principal Tasks:

The candidate will be responsible for carrying out a range of duties consistent with the work described above. These include:

- Contribute to programme delivering WFD surveillance, operational and investigative monitoring for physico-chemical parameters, priority substances and relevant pollutants in coastal and transitional waters.
- Provide support for chemical analyses carried out in the laboratory; for example, preparation of clean glassware, equipment, materials and reagents for analysts.
- Assist with the preparation and work-up of samples for analysis at MI and elsewhere.
- Support sampling and field monitoring by preparing and checking equipment, preparing sampling kits, cleaning vessels etc. as required.
- Carry out duties in support of the implementation of Marine Institute’s ISO17025 quality system, such as equipment calibration, verification, participation on quality groups etc.
- Maintain stocks of consumables and materials in the laboratories and carry out general laboratory housekeeping and maintenance of sample storage facilities.

- Keep paper and electronic records of laboratory activities as appropriate in line with the Marine Institute's ISO17025 Quality System protocols.
- Carry out certain laboratory analyses, under direction of laboratory analysts, as may be required and as appropriate to grade.
- Provide support for data management e.g. inputting data to databases.
- Undertake sampling and fieldwork as may be required This may involve participating in surveys on board research vessels from time to time.
- Any other duties relevant to the position and programme as may be required from time to time.
- Undertake tasks in relation to implementation of the Marine Institute's Health and Safety statement, policies and procedures.

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:

- Relevant work experience.
- Very good computer literacy and competence in using including Microsoft Office suite and Excel.
- Excellent organisation skills and structured approach to daily work activities.
- Experience of effectively working on own initiative but also in a team setting. Willingness to work at sea on board research vessels and fit to sufficiently pass an ENG II/Seafarers medical.

Ideally Nice to Have / Desirable:

- A Certificate in Science (NFQ Level 6) or an equivalent qualification.
- Experience in working in a laboratory environment.
- Experience of processing samples in a laboratory.
- An understanding of the principles of chemical analysis.
- Experience in undertaking analysis of chemical substances or other relevant parameters in samples, in line with procedures.
- Experience of working in, and appreciation of the requirements of a formal quality system, such as ISO 17025 and experience in developing and adhering to procedures.
- Experience in field sampling.
- A full driving license.

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

- Be industrious, decisive and self-sufficient with a proven ability to use his/her own initiative and to progress work independently while at the same time working well as a team player.
- Very good oral and written communication skills.
- Excellent interpersonal skills.
- A commitment to quality.
- Ability to manage time effectively
- Meticulous and good attention to detail.
- Positive outlook, with a constructive and collaborative approach to achieving team goals..

Description of Service Group: Marine Environment & Food Safety Services: – The Wider Team

Marine Environment & Food Safety Services

Marine Environment & Food Safety Services (MEFSS) is a service area of the Marine Institute that plays a pivotal role in ensuring the safety of seafood, preserving environmental health, providing a variety of policy supports and safeguarding fish health. Operating as an integral part of the Institute, MEFSS undertakes multifaceted responsibilities primarily through the execution of scientific monitoring and research programs, coupled with offering expert scientific interpretation and regulatory guidance to government.

Overview of M.I. Marine Chemistry Section

This section has a team of approx. 22 chemists, analysts, researchers and support staff engaged in statutory monitoring and complementary research activities relating to the health of the marine environment and the quality of marine foodstuffs. This monitoring is required to fulfil obligations under National and EU legislation and commitments under the Oslo and Paris Convention. In the course of this work, samples of fish, shellfish, sediments and water are collected and analysed for a broad range of determinants. The results are reported to National and International bodies and presented in the scientific literature. The work involves sampling, analysis, data assessment and reporting. A fundamental requirement for all research and monitoring programmes is the production of data of the highest quality. In this regard a quality system is in operation in the section with most test methods accredited by the Irish National Accreditation Board (INAB) to ISO17025 standard.

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

The successful candidate will report to the WFD Team Leader and the Senior Laboratory Analyst.

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.

Training A full range of training will be provided as required, on the job and through appropriate courses, which may include support for ongoing 3rd level training. Training needs will be identified through the MI Performance Management Development System (PMDS).

Contacts:

Within the Marine Institute:

WFD Team Leader and WFD Team, Chemistry Data manager, Section Manager Marine Chemistry, Director MEFS, Section manager – Phytoplankton, Chemistry Section and Management Team & Staff of MEFS.

External:

Liaison with Government Departments including DHLGH, Department of Agriculture, Food and the Marine and; scientists and officials from other government organisations, in particular the EPA as may be required.

Salary:

Remuneration is in accordance with the Public Sector, Laboratory Attendant approved Salary Scale runs from €27,920-€38,281 a full time basis per annum pro-rated with time worked. You will commence on the first point of the scale €27,920 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 a Laboratory Attendant is 22 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 temporary specified purpose contract of employment, providing redeployment cover will run up to 31st December 2027 subject to continued funding. There will be a 6-month probationary period.

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). 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.

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 6 broad service areas within the Marine Institute; (1) Ocean, Climate and Information Services, (2) Marine Environment & Fish Health Services, (3) Fisheries Ecosystems Advisory Services, (4) Irish Maritime Development Office, (5) Policy, Information 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 recruitment@marine.ie or posted to Human Resources at the Marine Institute, Rinville, Oranmore, Galway. All correspondence for this post should quote reference **MEFS/LabAtT/WFD/Jul24**

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of **12 noon 14th of August 2024**. Unfortunately, late applications cannot be accepted.

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.**