

## Marine Institute Job Description

<b>Position</b>	<b>Temporary Administrative Assistant – Research Vessel Operations (RVOps)</b>
<b>Grade &amp; Contract</b>	<b>Administrative Assistant (Executive Officer). Specified Purpose Contract for a maximum duration of up to 15<sup>th</sup> April 2028 (redeployment cover)</b>
<b>Service Group</b>	<b>Ocean Science and Information Services (OCIS)</b>
<b>Location</b>	<b>Marine Institute, Renville, Oranmore, Co. Galway The Marine Institute has a Blended Working Policy in Place</b>

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

This important role supports our organisation in delivery of its essential work programmes. This role provides candidates with the opportunity to work in a diverse organisation which invests in and celebrates its people.

The successful candidate will work within the RV Ops team as an Administrative Assistant. The successful candidate will provide administrative support assisting the Section manager, Team Lead, HEO and the RV Ops team in the delivery of the annual programs for the Research Vessel fleet, and administering the Foreign Vessel Observer Scheme. The successful candidate will administer the RV OPs accounts including reporting on expenditure and income and maintain the website and other media for the various programs and the role will also involve supporting the AQUARIUS project team as required.

### What Will You Be Doing Every Day?

#### Principal Tasks:

The role is based in the Marine Institute HQ in Renville, Oranmore. Key tasks will include:

- Maintain all administrative records for the RV programme, Foreign Vessel Observer program and Diplomatic clearance process.
- Maintain and update the Marine Facilities planning system (MFP); adding new users, surveys and logistical information and supporting end users.
- Provide support to Chief Scientists regarding logistics, MFP, certification required etc.
- Liaise with the Department of Foreign Affairs to ensure diplomatic clearance documentation is submitted and received pre survey.
- Assist with procurement projects including preparation of tender documents and filing of tender material.
- Attendance at Formal Liaison meetings with vessel services provider and production of meeting minutes.
- Promoting and running the Foreign Vessel Observer Scheme; processing incoming and outgoing Diplomatic clearances applications.
- Organise and coordinate the administrative support for all Marine Ops meetings and seminars.
- Prepare and collate content and statistical information for annual reports and other reports and publications as required.

- Develop and maintain web-based communications and content including website and social media. Updating team procedural documents as required.
- Adhering to paper and electronic document and data archive practices.
- Assist with organisation, logistics and hospitality related to meetings and seminars organised and attended by the team.
- Assisting with the coordination of project budgets to include:
  - Maintain all RV Operations budgetary tracking and monitoring as required.
  - Developing and generating regular project expenditure reports and inputting to other reports as required.
  - Liaise with P&O Maritime's Accountancy team regarding invoicing & budgetary issues and reconcile monthly invoices received.
  - Manage the team's income spreadsheet, creating, updating and ensuring all invoicing for vessel charter is complete.
  - Track all procurement related documents and processes (e.g. Purchase Orders, approvals etc.) ensuring all necessary documentation is in place and filed as per public procurement guidelines.
  - Maintain the Fixed Asset Register for RV Ops procured assets.

Any other duties, relevant to this position as required 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 third level qualification in a relevant science, engineering, business or administration related subject.
- A minimum of 18 months relevant, post qualification work experience.
- Strong administration and organisational skills with good attention to detail.
- The ability to be well organised and work to deadlines identifying priorities and managing time effectively.
- Effective numerical and literacy skills.
- A high level of computer literacy (Word, Excel, PowerPoint, Internet/Email), to include using databases.
- Demonstrated experience in supporting budgetary tracking and procurement processes, ideally in a public sector environment.
- Strong interpersonal skills.
- The ability to communicate effectively both in writing and verbally at all levels.
- The ability to work unsupervised and to work well with others.
- Experience in organising meetings and events.
- Experience in maintaining web pages.
- Good written and verbal communication skills including some experience in report preparation.

#### **Ideally Nice to Have / Desirable:**

- Knowledge of the work programmes of OCIS and Marine Research Infrastructure.
- Knowledge of the Diplomatic clearance process.
- A full clean driving licence and own transport.
- Experience with databases (inputting data, extraction of data, running reports).
- Experience in providing administrative support for multi-partner, international scientific or technical projects.

## What else do you need to know?

### (Special personal attributes required for the role)

- Demonstrates energy, dynamism, reliability and a positive attitude.
- Takes ownership of tasks and is determined to see them through to a conclusion.
- Possesses sound, balanced judgement and strong analytical abilities.
- The ability to manage time effectively and work to deadlines delivering on time.
- Strong interpersonal skills and the ability to communicate effectively at all levels.
- Possess a diplomatic manner, with the ability to resolve issues before conflict occurs.
- Self-sufficiency, while being a good team player.
- A high level of personal organisation and a methodological approach to record keeping and archiving.
- Ability to effectively communicate results of teamwork in written and audio-visual formats.

## Description of Service Group and the Wider Team

The mission of OCIS is *“To provide scientific, operational and analytical support and services to strategic RTDI and statutory monitoring programmes (at national and international level) to promote and support the sustainable development of Ireland’s marine resources”*

Oceans, Climate and Information Services incorporates 5 team areas:

- Information Services & Development
- Advanced Mapping Services
- Research Vessel Operations
- Oceanography and Climate Services
- Marine Research Infrastructures and Ocean Renewable Energy

### Research Vessel Operations (RVOps)

The Research Vessel Operations (RV Ops) team schedules and manages the National Research Vessels RV Celtic Explorer and RV Tom Crean, as well as the Institute's Deepwater ROV Holland 1. The team ensures the efficient operation and implementation of all Marine Institute and external survey programs in the Celtic Explorer and Tom Crean annual schedules. RV Ops aims to continually improve the range of research vessel facilities available to the Irish and international research community and manages the renewal of the vessel fleet and associated scientific equipment. The team also charters the vessels to research institutes and government departments throughout Ireland and Europe. RV Ops is also responsible for the Foreign Research Vessel Observer program and the Diplomatic clearance process for Irish Research vessels. The team has strong links with foreign research vessel operators and represents the Institute internationally in relevant research vessel international bodies.

The RV Ops team are also key members and co-ordinator of the Horizon Europe funded AQUARIUS project which will run from 2024 to 2028.

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

## 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. Training needs will be identified through the MI Performance Management Development System (PMDS).

## Contacts:

**Within the Marine Institute:** RV Ops team members, Section Manager, OCIS Director , OCIS managers and staff, Other MI managers and staff including Finance personnel and auditor, Vessel users.

**External:** P&O Maritime administrative and technical personnel, scientists, Foreign Vessel Scientists and Observers, Department of Foreign Affairs, Programme and project managers and administrators for EU and other projects and programmes.

## Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Administrative Assistant (Executive Officer) Grade which runs from €35,687 - €58,251 on a full time basis per annum pro-rated with time worked. You will commence on the first point of the scale €35,687 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 Administrative Assistant Grade is 23 working days per annum pro-rated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. All leave must be approved in advance in line with Marine Institute leave policies and using time and leave management system in place, by your manager or their authorised representative.

## Duration of Contract:

This temporary specific purpose contract of employment will be for a period up to the 15<sup>th</sup> April 2028. The successful candidate will be on probation for the first six 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). 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](mailto: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 **OCIS/AA/RVOPS/APR24**

### **Closing date for Applications:**

All applications for this post should be received by the Marine Institute in advance of **12 noon Tuesday 14<sup>th</sup> May 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 (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.

**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.**