

Marine Institute Job Description

Position	Stagiaire- Chemistry Administration
Contract	50 week temporary Fixed-Term, Fixed-Purpose Training contract
Service Group	Chemistry Section, Marine Environment & Food Safety Services
Location	Oranmore, Co. Galway

Brief description of 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.

The vision of the Marine Institute is

“ a thriving maritime economy in harmony with the ecosystem and supported by the delivery of excellence in our services “

In order to achieve this vision, the MI have six service areas; (1) Ocean Science and Information Services, (2) Marine Environment & Food Safety Services, (3) Fisheries Ecosystems Advisory Services, (4) Irish Maritime Development Office, (5) Office of the CEO and (6) Corporate Services.

The Marine Institute 3 Year Strategic Plan (2013 to 2016) is available on; http://www.marine.ie/Home/sites/default/files/MIFiles/Docs_Comms/MI%20Strategic%20Plan%202013-2016.pdf

Harnessing our Ocean Wealth (HOOW) is an Integrated Maritime Plan (IMP) for Ireland. HOOW sets out a roadmap for the Irish Government’s vision, high level goals and integrated actions across policy, governance and business to enable our marine potential to be realised. Goal 2 of HOOW focuses on healthy marine ecosystems and specifically; to protect and conserve our rich marine biodiversity and

ecosystems; manage our living and non-living resources in harmony with the ecosystem; implement and comply with environmental legislation (see www.ouroceanwealth.ie).

Description of appropriate Service Group:

Marine Environment & Food Safety Services

Marine Environment & Food Safety Services (MEFSS) provide government agencies, industry and other clients with food safety, environmental and fish health scientific services, primarily through the implementation of monitoring programmes and research programmes and the provision of advice. The successful candidate's training programme will primarily be focused on providing administrative support to the MI Marine Chemistry Section.

Overview of Marine Chemistry section

This section has a team of 22 chemists, analysts, researchers and support staff involved in all aspects of monitoring 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. Along with these monitoring responsibilities a number of research programmes are also undertaken. The results are reported to National and International bodies and presented in the scientific literature. The section carries out sampling, analysis, 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.

Summary of the Role:

The Stagiaire Programme (Marine Institute Student Programme for recent graduates) is designed to enable recent graduates to gain work experience in an area in which they are interested. As part of Marine Chemistry section you will provide administrative and programme support to the work activities of the Chemistry Section Manager, Residue Scientific and Technical Officer and the chemistry team. This position will provide and coordinate key administrative support services to the chemistry section (residue team, nutrients team and environmental team).

This Stagiaire position is an excellent training opportunity for a recent graduate of science, business, administration or a related subject.

Background to Requirement:

The Stagiaire Programme (Marine Institute Student Programme for recent graduates) is designed to enable recent graduates to gain work experience in an area in which they are interested. The stagiaire will work as part of the Chemistry section. This team is responsible for a wide range of monitoring and analytical services to clients including the Government, Food Safety Authority of Ireland, The Sea Fisheries Protection Authority, the shellfish industry and the EU.

Principal Tasks:

- Maintain all administrative records for the Residues and Environmental Monitoring Programmes and Research programmes.

- Provide administrative support for the relevant ISO17025 quality system and documentation, to include:
 - Day to day administration of the Document Control System (Paradigm).
 - Assisting with internal auditing and providing support for external audits (e.g. INAB, FVO).
- Support the Chemistry section in relevant external communications to include:
 - Preparation of year-end residue monitoring reports.
 - Assisting with the preparation of reports, publications, information leaflets and scientific papers.
 - Assisting with the development and coordination of web-based communication (e.g. downloads reports, notifications, updating web pages).
- Coordination of chemistry archiving procedures to include:
 - Adhering to paper and electronic document and data archive practices.
 - Assisting with the management of the chemistry network drive.
- Assisting with the coordination of database management in conjunction with key technical staff to include:
 - Database maintenance (residues & various environmental databases).
 - Responding to data requests and information requests.
- Assisting with the coordination of chemistry budgets to include:
 - Filing and logging purchase orders.
 - Developing and generating expenditure reports.
- Assist with organisation, logistics and hospitality related to meetings and seminars organised and attended by the team.
- Any other duties, relevant to this graduate training position as required from time to time.

Reporting Structure:

The successful candidate will report to the Chemistry Section Manager and on a daily basis to the Residue Scientific and Technical Officer in MEFS.

Contacts:

Internal

Director MEFS, Chemistry Section and Management Team & Staff of MEFS

External

Regular liaison with Government Departments including Department of Agriculture, Food and the Marine; scientists and officials from other government organisations and representatives from the Fishing and Aquaculture Industry.

Education, Professional or Technical Qualifications, Knowledge, Skills, Aptitudes, Experience, and Training

Essential:

- A recent graduate (last 2 years) with a minimum of a degree in a relevant science, business or administration related subject.
- 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).

- 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.
- Good written and verbal communication skills including some experience in report preparation.

Desirable:

- Some knowledge of the work programmes of MEFS and the Irish marine industry
- A full clean driving licence and own transport.
- Experience in maintaining web pages.
- Experience with databases (inputting data, extraction of data, running reports).

Special personal attributes required for the position:

- Dynamic and reliable.
- A high level of personal organisation and a methodological approach to record keeping and archiving.
- A sense of purpose to get tasks complete and a sense of pride in a job well done.
- Self-sufficiency, and the ability to integrate into an established team
- Confidence in communicating and working with people at all levels of the organisation, both internally and externally.
- Excellent interpersonal and social skills.
- Ability to effectively communicate results of teamwork in written and audio-visual formats.
- Ability to deal with all requests in an appropriate manner.

Salary:

Remuneration is in accordance with the Marine Institute Stagiaire Graduate Training Programme with a stipend of €21,850 per annum pro-rated with time worked. This temporary training position does not include membership of the Marine Institute Pensions schemes.

Annual Leave:

Annual leave entitlement for a Stagiaire is 22 working days per annum. Annual leave entitlement for this position will be pro-rated in accordance with the duration of the contract awarded. Annual leave entitlements are exclusive of Public Holidays

Duration of Contract:

The fixed term, fixed purpose Graduate Training contract will be for a maximum period of 50 weeks. The successful candidate will be on probation for the first 6 months of this training contract.

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 FHU-MHI Post 2014.

Closing date for Applications:

All applications for this post should be received by the Marine Institute in advance of 16:00 on Friday 29th May 2015. Please note that late applications will not be accepted

The Marine Institute is an equal opportunities employer