



<b>Position</b>	<b>Green Programme Co-ordinator &amp; Food Safety Specialist – (HEO)</b>
<b>Contract</b>	<b>Full-time; Specified Purpose Contract (Maternity Cover)</b>
<b>Service Group</b>	<b>Seafood Technical Services</b>
<b>Location</b>	<b>BIM Head Office, Dun Laoghaire, Co. Dublin.</b>

#### Brief description of BIM:

BIM is a non-commercial semi-state body, which was formally established by statute (Irish Sea Fisheries Act 1952). It is the Irish State agency responsible for developing the Irish seafood industry.

BIM's strategy aims to enhance the competitiveness of the Irish seafood sector focusing on the following five key strategic priorities:

1. Sustainability
2. Skills
3. Innovation
4. Competitiveness
5. Leadership

BIM is an agency of the Department of Agriculture, Food and the Marine (DAFM) and a network of other Government Departments, semi-state agencies, national and international marine partners.

The organisation has six business units: Seafood Technical Services, Skills Development Services, Corporate Services, Development and Innovation Services, Economic and Strategic Services, and Corporate Communications. BIM's head-office is in Dun Laoghaire, Co. Dublin. In supporting the seafood sector, BIM's staff are also strategically located in the coastal communities which they serve, including offices in Galway and Killybegs. In addition, BIM's two training colleges are located in Greencastle, Co. Donegal and Castletownbere, Co. Cork. Finally, BIM's SIH (Seafood Innovation Hub) is located in Clonakilty, Co. Cork where it supports innovation and sustainability among Ireland's seafood industry.

#### **Our Mission**

To support and enable an increase in value creation of an Irish sustainable seafood sector, across the supply chain, from catch to consumer.

#### Description of appropriate Service Group:



### **Seafood Technical Services (STS)**

The STS business unit is made up of five sections, Fisheries Conservation, Aquaculture Technical, Sustainability & Certification, Regional Development North and Regional Development South. The teams are primarily based regionally and cover the entirety of Ireland's coastline. The work of the five STS teams is as varied and diverse as the Irish Seafood itself, covering everything from small scale fisheries, finfish, shellfish and seaweed aquaculture, selective fishing gears, environment, plastic reduction and processing efficiency.

### **Summary of the Role:**

Ensure the success of BIM's Green Seafood Business Programme, which was established to assist Ireland's seafood processing companies to improve the efficiency of their resource management and thereby reduce their costs of production and improve their competitiveness whilst reducing their environmental footprint.

### **Principal Tasks:**

#### ***Supporting the Seafood Processing Sector to improve environmental performance and competitiveness***

**by:**

- Co-ordinating the delivery of BIM's Green Seafood Business Programme.
- Managing and co-ordinating the activities of the programme's Environmental/Energy Consultants and Engineers
- Co-ordinating the provision of support to seafood processors to improve environmental performance through resource efficiency assessments (focussing on key environmental aspects such as energy, water and waste).
- Engaging and supporting seafood processors to participate in Bord Bia's Green Programme by:
  - Assisting and mentoring seafood processors to successfully submit their Sustainability charter in order to become a verified member of Origin Green.
  - Co-ordinating the delivery of regional, seafood-specific Workshops in collaboration with Bord Bia to progress participation and engagement of Origin Green with seafood processors who are not yet verified members.
- Building on collaborations with other state agencies in the green economy with state agencies such as Bord Bia, EPA, IBEC and SEAI.

#### ***Build Green Awareness within the seafood sector by:***

- Developing Green Awareness Training Modules for staff and management within the seafood processing sector and delivering this training to the sector.
- Designing and publishing of training resources and guidebooks for seafood processors.



- Investigating methodologies to measure carbon emissions emanating from seafood processors in order to continuously benchmark the high level of environmental sustainability within the sector.

***Support the seafood processing sector to demonstrate environmental performance by:***

- Communicating the sustainability achievements to the sector and wider public by:-
  - Delivering the Green Seafood Business Programme Communications Plan to highlight the sustainability progress of seafood processors in Ireland to include regular social media posts pertaining to BIM's Green Programme and publishing company case-studies.
  - Participating in projects and events with opportunities to highlight the work of the sector (presenting at Seminars, Workshops, Conferences).

***Food Safety role:***

- As a member of the BIM Food Safety Team, provide training and mentoring to the seafood sector in the areas of HACCP and Food Safety, most notably prepare and deliver at the BIM Seafood HACCP Workshops.
- Provide Food Safety Consultation to seafood processors with the implementation of a Food Safety Management System to achieve regulatory approval status and by assisting with pre-audits for Third Party Voluntary Certification Schemes such as BRC and IFS

**Other:**

To perform any other related duties as might reasonably be required and which may be assigned from time to time.

**Reporting Structure:**

Manager: Sustainability & Certification Manager

Director: Seafood Technical Services Director

**Contacts:**

**Within BIM**

- All staff in STS Business Unit
- All staff in Skills development Services Business Unit
- Key staff in D&I BU and in the other BIM Business Units
- Reception Staff within BIM

**Outside BIM**

- Seafood operators as required.



- Coastal community interests as dictated by the demand of BIM's Green Seafood Business Programme.
- External stakeholders and bodies within the fisheries and aquaculture sector.
- Other relevant external Regulatory Bodies.

### Training

- Training needs will be identified through our Performance Management System.

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

#### Essential:

- A 3<sup>rd</sup> level degree in a relevant technical discipline (Life Sciences, Environmental).
- A minimum of 3 years' experience working within a similar role or relevant experience working within fisheries and aquaculture sector.
- Demonstrate the ability to think strategically together with creativity, drive and commitment and energy to achieve results.
- Strong writing skills and the ability to generate and edit scientific and other reports as evidenced by published examples.
- Excellent communication and interpersonal skills with the ability to foster and maintain strong relationships with internal and external stakeholders.
- Possess strong team working skills.
- Full Clean Driver's licence and car owner.

#### Desirable:

- Experience related to Food Safety or HACCP practices.
- Experience in delivering training to internal and/or external stakeholders.
- Experience in implementing food safety management systems.

#### Salary:

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale HEO, with a salary range of €50,848 - €64,038 (as at 1<sup>st</sup> February 2022) per annum pro-rated with time worked. You will become a member of the Single Public Service Pension Scheme if you are not currently a member of a public sector pension scheme (or have not been a member in the past six months). Salary and Pension Scheme are subject to public sector approved norms and take account of recent service in the public sector in lien with relevant circulars and rules.

#### Annual Leave:

Annual leave entitlement for this role is 29 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 BIM leave policies, by your manager or their authorised representative.



#### Duration of Contract:

A specified purpose contract, subject to satisfactory performance.

#### How to Apply:

A full C.V. together with a letter of application and [BIM Vacancy Application Form](#) , summarising experience and skill sets applicable to the position should be emailed to [jobs@bim.ie](mailto:jobs@bim.ie) or posted to Human Resources of BIM, 12 Crofton Road, Dun Laoghaire, Co. Dublin.

**The closing date for Applications is 5 p.m. 8<sup>th</sup> July 2022.**

Please note that there may be more than one interview stage in the recruitment process for this role and that BIM may request the selected candidates to present a short presentation on a pre-selected topic at the final interview stage. Please note that late applications will not be accepted.

Any queries in relation to this role should be emailed to [jobs@bim.ie](mailto:jobs@bim.ie).

**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.

***BIM is an equal opportunities employer***