

Candidate Briefing Pack

Marine Engineering Skills Instructor

Closing Date for Applications
13 November 2025



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. It 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 four business units: **Corporate Services, Development and Innovation Services, Economic and Strategic Services, Seafood Technical Services**, and these are supported by the office of the CEO. BIM's Head Office is in Dún 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 Clonakilty, Galway and Killybegs. In addition, BIM's two National Fisheries colleges are located in Greencastle, Co. Donegal and Castletownbere, Co. Cork.

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

- Lead and nurture leadership.
- Deliver results with solutions that effect change.

Protect our environment and our sector.

- Invest for long-term growth.

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.

Our Vision

We will partner with the Irish seafood sector in every possible way, with intent and urgency, to identify and drive the changes needed to ensure its sustainable future.

Our Values

Trust Partnership Teamwork Inclusion Integrity



Role Profile	
Job Title:	Marine Engineering Skills Instructor (HEO)
Contract:	Contract of indefinite duration
Location:	BIM National Fisheries College, Castletownbere, Co. Cork
Reporting to:	Principal, Castletownbere NFI
Business Unit:	Corporate Services
Overview of Business Unit:	Corporate Services provides support, planning and administration associated with Finance, ICT, Procurement, Fleet Services, Investment Services and Ice Plant network within BIM.

Overview of Role
<p>This is a permanent full-time post based in BIM’s National Fisheries College Ireland (NFI) Castletownbere, Co. Cork. BIM NFI Castletownbere provides training, examination, and assessment for maritime training to the International Convention on Standards of Training, Certification and Watchkeeping (STCW) recognised by the Department of Transport.</p>



Background to Requirement

The NFCI is part of BIM's Skills Team in Corporate Services Unit and is vital for the training of seagoing personnel for the seafood industry. The NFCI sets out to deliver BIM's commitments to provide lifelong skills to maritime workers in the sector, therefore, the post of the Marine Engineering Skills Instructor plays a vital role in the further development and upskilling of the Irish seafood Sector.

Key Responsibilities

Develop materials, deliver training and carry out learner assessment for fishing industry related training including the following courses:

- Marine Engineering Processes and Operations
- First Aid Responder (FAR)
- STCW Medical Care Aboard Ship
- STCW 3- & 5-Day Marine Fire Fighting
- STCW Medical First Aid
- BIM Basic Safety Training
- QQI courses for Fishing Vessel Trainees
- Enhanced Safety Training EST

Deliver or assist in the delivery and assessment of Fishing Industry Safety Training including:

- Marine Engineering Processes
- First Aid Responder (FAR)
- STCW Medical Care Aboard Ship
- STCW 3- & 5-Day Marine Fire Fighting
- STCW Medical First Aid
- BIM Basic Safety Training
- QQI courses for Fishing Vessel Trainees
- Enhanced Safety Training EST

- Keep up to date with training developments and industry standards
- Contribute to a shared view of training material and knowledge
- Preparation of training equipment
- Encourage the use of CANVAS as a blended learning tool
- Comply with the requirements of the Quality Management System: ISO 9001
- Follow BIM's quality assurance procedures and any QA requirements of external awarding bodies: QQI and the Department of Transport

Other:

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



***Health and Safety Notes:**

As this role is involved in delivering some elements of Fire Safety Training, the Marine Engineering Skills Instructor will be required to use a breathing apparatus during training exercises with learners in controlled conditions within the Fire Training Unit.

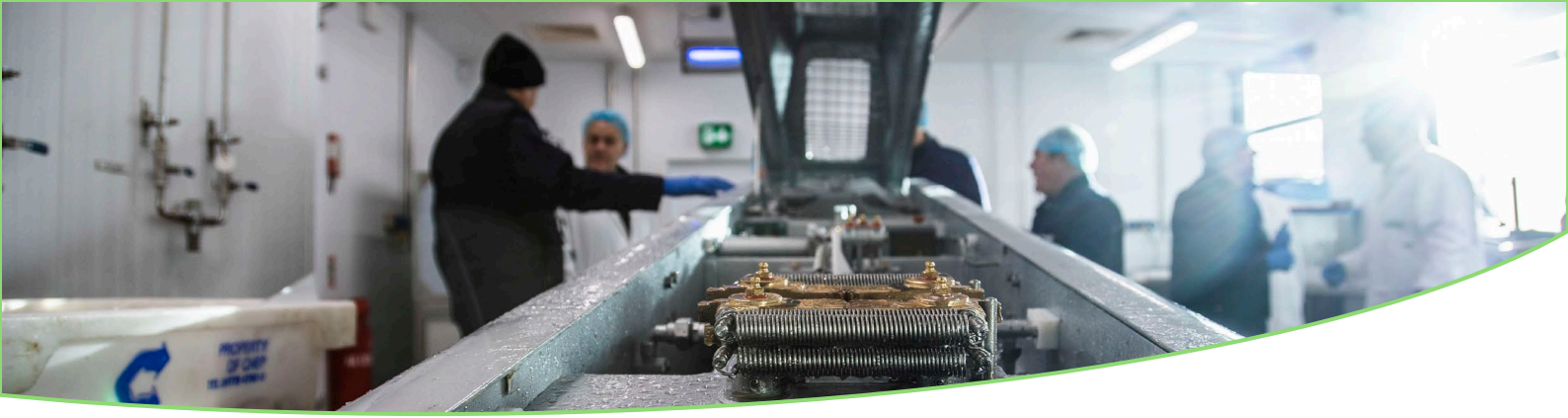
In addition to the above, the individual is required to undergo a Seafarer Medical Certificate Eng. II, which will be renewed every two years alongside any other medical deemed applicable for safe practice in the delivery of fire safety training and the operation of machinery. They are also required to complete Garda Vetting.

The following criteria has been deemed essential for this role:

- Highly effective and articulate communications skills, both verbal and written, demonstrating influence and impact at all levels.
- Must hold a Certificate of Competency – STCW Marine Engineer Certificate of Competency (Motor) or marine equivalent)
- QQI Level 6 - Train the Trainer certificate or equivalent teaching qualification & experience.
- Full clean driving licence.

Please note training will be provided internally to the person become an:

- STCW Fire Training BA Instructor.
- STCW Personal Survival Techniques Instructor.
- STCW First Aid Instructor.



Essential Experience and Qualifications

Must hold a Certificate of Competency – STCW Marine Engineer Certificate of Competency (Motor) or marine equivalent)

Note - To hold above the person must already have completed:

- STCW Fire Prevention and Firefighting / STCW Advanced Fire Fighting courses
- STCW Personal Survival Techniques course
- STCW Elementary First Aid course
- STCW Medical First Aid course
- A Seafarers Medical ENG11
- Considerable sea time
- QAS – ISO & QQI System

Training will be provided internally to the person become a:-

STCW Fire Training BA Instructor

STCW Personal Survival Techniques Instructor

PHECC/FAR First Aid Instructor

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

Before delivering training courses to College students:-

- Garda Vetting prior to commencing their employment with BIM due to the Children First Act 2015
- Diversity Training
- Tusla Children First E-Learning Programme
- BIM QAS familiarisation
- NFCA Castletownbere machinery familiarisation
- Manual Handling Instructor certificate course
- First Aid Responder Instructor course
- PST Instructor Course
- Compartment Fire behavioural Training and BA Instructor course
- GDPR training

Due to the nature of the course work, it is essential that they hold a valid Seafarer Medical Certificate (ENG11). This must be renewed every two years.

Medicals associated with Manual Handling, Firefighting and Operation of Machinery.

This role is based in our Castletownbere college, typically working in a small team. Therefore, there is little risk associated with this role however, the below should be considered:

Drive (travel): Although driving is NOT a prerequisite for this position, travelling (driving) to staff meetings, training courses, etc is an occasional occurrence (approx. 5% of the overall role) with an estimated annual mileage of >2,000km

Fire Training: As this role is involved in delivering some elements of Fire Safety Training, they will be required to use a breathing apparatus during training exercises with learners in controlled conditions within the Fire Training Unit

Work with Workshop Machinery: Utilising machinery such as lathes, milling machines, drills, grinders and welders etc.



Personal Attributes Required for the Position

Leadership:

Takes long-term view of own work and considers beyond the day to day.

Adopts an agile approach to change.

Models excellent work practices and educates others through coaching, mentoring and feedback.

Sets clear direction and goals.

Results Orientated:

Takes responsibilities and goal setting seriously and consistently meets expectations and goals set.

Constructively challenges existing approaches to focus on delivery.

Prepared to and equipped to make tough decisions to achieve the end results.

Agility & Adaptability:

Willing and able to adapt to changing tasks and situation.

Uses judgement to adapt to specific and changing requirements of the organisation.

Leads others by displaying flexibility and agility in the workplace.

Technical Expertise and Knowledge:

Keeps themselves and their team well informed of latest advances in their professional field.

Supports and implements the development of technical and professional expertise within the team.

Contacts

Within BIM	Director of Corporate Services, colleagues across the Skills unit and wider organisation.
Outside BIM	MSO, project partners, fishing industry (national and international), environmental, third level higher education sector.



Terms and Benefits

Salary

Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Higher Executive Officer with a salary range €58,847 to €74,112 (as of 1st August 2025) per annum pro-rated with time worked.

Appointment will be at the first point of the pay scale unless the candidate is currently employed within the public services.

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 line 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.

Employee Assistance Programme (EAP)

BIM provides an independent, confidential EAP service, delivered through an external expert provider, offering professional and impartial advice, information and counselling on a range of issues including legal, financial, and health matters. This service is free to employees and is also available to immediate family members.

Occupational Health Service

BIM works with an independent occupational health service provider, who provides support and advice for employees who have an illness or a medical condition affecting their ability to work.

Visual Display Unit

Employees can avail of up to €117 back on an eye test.

Travel and Subsistence

Travel and subsistence expenses for work are paid to employees required to travel for work, in accordance with approved rates.

Taxsaver Commuter Scheme

Employees who travel to work using public transport can avail of an annual Taxsaver ticket which provides significant savings on travel costs.

Cycle to Work Scheme

Employees who cycle to work or use a bicycle on part of their journey can avail of the Cycle to Work Scheme.



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

The closing date for applications:

13 November 2025

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.

This is a Higher Executive Officer Grade and BIM is aligned with the Public Appointment Service [Competency Model](#) PAS Competencies.

Use of Data

All personal data and information submitted for this application will be solely for the purpose of this campaign, after which it will be deleted in line with BIM's General Data Protection Regulation Policy and Data Retention Schedule.

All information will be treated with the strictest confidence and accessed only by those directly involved in the campaign.

Any queries in relation to this role should be emailed to jobs@bim.ie

BIM is an equal opportunities employer, and we are committed to ensuring that all recruitment candidates have complete and equitable access as can reasonably be provided. If you require any support or accommodation as part of the recruitment process, please contact us directly at HRinbox@bim.ie.

