Role: Meta-Data & Records Administrator

Area: Assets & Infrastructure - Asset Delivery
Sub Area: Design Delivery - Digital Design Services
Location: Cork
Salary: Competitive
Duration: Specific Purpose   **Ref:** GNI953

Gas Networks Ireland operates and maintains Ireland's €3bn, 14,725km national gas network, which is considered one of the safest and most modern renewables-ready gas networks in the world.

Almost 725,000 Irish homes and businesses trust Ireland's gas network to provide efficient and reliable energy to meet their heating, cooking, manufacturing and transport needs.

The gas network is the cornerstone of Ireland's energy system, securely supplying more than 30% of Ireland's total energy and over 40% of the country's electricity generation.

Gas Networks Ireland is aiming to deliver a repurposed, resized and fully decarbonised gas network by 2045. Its "Pathway to a Net Zero Carbon Network" envisions transforming the existing gas network into two separate systems carrying 100% renewable gas, one dedicated to biomethane and the other to green hydrogen, with the potential to carry approximately 30% biomethane and 70% green hydrogen, as well as offering significant long term energy export opportunities.

Gas Networks is an organisation with a very strong legacy and a culture founded on pride in our purpose, to keep Irelands energy moving, and commitment to our vision, to be at the heart of Irelands energy future. Our organisational values demonstrate what is important across the organisation including building on our experience across our organisation to build towards our sustainable future, doing what's right for each other and for the people and communities that we serve and finally energised for the change of our future towards a renewable energy landscape. Throughout your career in Gas Networks Ireland, you will be part of an organisation that has a strong commitment to supporting and developing our workforce today and into the future. You will also have an opportunity to get involved in our ambitious iBelong programme ensuring a diverse, equitable and inclusive environment for us all to thrive. Finally, our Time to Talk Mental Health programme and our wellbeing initiatives ensure we provide support across many areas as you work in our organisation.

Gas Networks Ireland is now seeking to appoint a Meta-Data & Records Administrator.

The Role:

The Asset Delivery function within Gas Networks Ireland is responsible for the end to end planning, designing and delivery of GNI's portfolio of asset development programmes. The Asset Delivery function brings together all the technical and project support capabilities needed to take high-level projects and programmes from the Portfolio Office and translate these through from detailed design and project planning, to construction delivery and handover to Asset Operations.

Reporting to the Project Information Lead, the Meta-Data & Records Administrator will be responsible for the day to day activities associated with the materials incoming inspection process as well as supporting the project information team.

Duties and Responsibilities:

- Oversee the incoming inspection process for materials received, utilising Maximo and/or Oracle to retrieve details and generate checklists for engineer inspections.
- Coordinate with third-party inspectors for materials manufactured, ensuring reports are uploaded to internal SharePoint and distributed to engineers for review.
- Monitor third-party inspector invoices to verify accuracy of charges.
- Ensure completion and storage of all as-laid, material, and technical records in compliance with external standards, GNI procedures, and management system requirements.
- Liaise with other areas in Asset Delivery, such as Design Delivery, Project Delivery, as well as GNI's Engineering Service Providers.
- Update Maximo, GIS, and other IT systems as required by GNI procedures and processes.
- Escalate any issues with incoming inspection documentation to the Project Information Lead.
- Scan, file, and manage manual and electronic documents as necessary, ensuring proper archiving of all records.
- Create new and refine existing procedure documents.
- Identify and raise risks and issues to the Project Information Lead.
- Other duties may be assigned from time to time.

Knowledge, Skills and Experience:

- Relevant qualification or certification in Document Control, Quality or a related field or similar equivalent qualification.
- Minimum one year experience in a similar role within a project services or engineering environment, preferably in the gas or utilities sector.
- Ability to use Maximo Inventory & Oracle EBS is an advantage.
- Strong analytical and problem-solving skills, good attention to detail.
- Proven ability to create and develop good working relationships to facilitate the accomplishment of work goals, coupled with the ability to gain commitment from others.
- Experience with identifying improvement opportunities, generating ideas and implementing solutions.
- Ability to set own high standards of performance and delivering desired results.
- Familiarity with Drawing Register Systems and document scanning procedures.
- Strong organizational skills with the ability to prioritize tasks and manage multiple projects simultaneously.
- Excellent communication and interpersonal skills, with the ability to liaise effectively with internal and external stakeholders.
- Attention to detail and accuracy in record-keeping and documentation.
- Flexibility to adapt to changing priorities and deadlines in a dynamic work environment.
- Commitment to ongoing professional development and learning in relevant areas.

Applications, including current Curriculum Vitae, should be emailed to the following address stating the job title and reference number in the subject line of your email:
recruit@gasnetworks.ie

The closing date for receipt of applications for this vacancy is
9th September 2025
Please note that applications submitted after this closing date will not be accepted.