



Role: Company Secretariat Manager

Area: CLO

Location: Cork/Dublin

Salary: Competitive

Duration: Fixed Term (2 Years) **Ref:** GNI975

Gas Networks Ireland operates and maintains Ireland's €3bn, 14,758km national gas network, which is considered one of the safest and most modern renewables-ready gas networks in Europe

Over 720,000 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 almost 50% 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 Ireland's energy moving, and commitment to our vision, to be at the heart of Ireland's 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.

The Role:

Reporting to the Company Secretary, the Company Secretariat Manager will be responsible for managing and developing the Secretariat function and for being a key conduit between the Gas Networks Ireland Board and the business.

Duties and Responsibilities:

- Oversee the management of the Gas Networks Ireland Board and its Board Committees including close liaison with the Board members, organising Board and Committee meetings, arranging the publication of papers, attendance at Board and Committee meetings and preparation of minutes and actions therefrom.
- Oversee the management of subsidiary Boards including meetings, papers, minutes, actions and correspondence

- Broad understanding of the Code of Practice for the Governance of State Bodies, the UK Code and monitoring any updates that have an impact from a compliance perspective.
- Manage corporate governance requirements for Gas Networks Ireland and its subsidiary companies and ensure compliance with Code of Practice for the Governance of State Bodies.
- Manage the governance sections of the Gas Networks Ireland Annual Report.
- Ensure compliance with the Companies Act 2014 and other relevant legislation.
- Play a key role in managing engagement with the Shareholding Departments and NewERA.
- Responsible for the formal submission of Ministerial consent requests as well as consent requests from the Commission for the Regulation of Utilities and managing responses to queries on these consent requests.
- Oversee the completion of Code of Business Conduct returns, Ethics in Public Office returns, Gifts and Hospitality returns and Lobbying returns.
- Responsible for managing and developing Corporate Policy documents.
- Oversee statutory filings, maintaining statutory registers and minute books.
- General document management and control for the business including the sealing of agreements.
- Advising the Chief Legal Officer on company law and governance related activities.
- Managing, developing and coaching more junior members of the Secretariat team.
- Coordinate the induction and ongoing training of Board members.
- Act as a key advisor to the Board and senior management on governance matters.
- Manage the Board evaluation process of its performance and effectiveness.

Knowledge, Skills and Experience:

- Minimum of 5 years' experience in a senior company secretarial or governance role
- A relevant third-level qualification in law, governance, business, or a related field.
- Strong understanding of Irish company law and public sector governance
- Excellent knowledge of the end-to-end operation of a utility business (water/gas)
- Proven track record with dealing with complex issues, proactively and in a timely fashion, along with the ability to communicate complex information to others
- Previous experience with initiating and maintaining strategic relationships both internally and externally, using strong influencing skills to achieve business goals
- Strong commercial focus while keeping overall financial perspective
- Ability to translate strategic priorities into operational reality, demonstrating strong decision-making skills
- Driver of high standards for individual, team and organisational accomplishment and delivering desired results
- Experience working with or within semi-state or regulated entities is an advantage.
- Excellent organisational and administrative skills.
- Strong written and verbal communication abilities.
- High attention to detail and accuracy.
- Ability to manage confidential information with discretion.

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 the **30th October 2025**. Please note that applications submitted after this closing date will not be accepted.

Gas Networks Ireland is an equal opportunities employer

We are committed to providing a diverse and inclusive place of work and have a robust strategy and framework called ibelong to enable this. We are an equal opportunity employer and through our recruitment process we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.

GNI will only hold your data for as long as necessary. By providing a CV to GNI you are agreeing for GNI to process this information about you. If you have any question about how GNI processes your data please see our [Privacy Notice](#). If you have further questions, you can contact us at DataProtection@gasnetworks.ie