



Role: Project Controls Coordinator
Area: Assets & Infrastructure
Sub-Area: Portfolio Office
Location: Cork/Dublin (Hybrid)
Salary: Competitive
Duration: 2 year Fixed Term **Ref:** GNI112

Gas Networks Ireland operates and maintains Ireland's €3 billion, 14,758km national gas network, supplying reliable energy to more than 720,000 homes and businesses. The network delivers more than 30% of the country's total energy and 40% of its electricity generation.

We are dedicated to achieving net zero and advancing the energy transition through integrated planning and collaboration with the energy industry. To realise our vision and to be at the heart of Ireland's energy future, we are committed to transforming our network to achieve net zero carbon emissions onboarding biomethane and green hydrogen. We have a proud legacy, and our values guide how we work every day - drawing on our experience, doing what's right for each other and our communities, and staying energised for the change ahead.

When you join Gas Networks Ireland, you become part of an organisation that invests in its people. We are committed to supporting your growth and wellbeing in a workplace where everyone can contribute and thrive.

The closing date for receipt of applications for this vacancy is the **10th of June**, and applications submitted after this closing date will not be accepted.

The Role:

The Portfolio Office function within Gas Networks Ireland is responsible for providing strategic direction and oversight for the delivery of all capital and operational work within the organisation, enabling it to make key decisions that will optimise the overall delivery of GNI's portfolio of work. The portfolio office provides support and oversight in the areas of Investment Planning and Governance, Portfolio Management, Delivery Enablement, Land Management and Statutory Consents, and Commercial Management; whilst also acting as the gate keeper and critical interface between potential investment programmes and commercial opportunities; and the core departments responsible for the delivery, operation and maintenance of GNI's assets.

Reporting to the Project Controls Manager, the Project Controls Coordinator will be responsible for developing and managing project control functions for GNI's capital delivery projects and programmes. They will be responsible for monitoring and controlling the key elements that ensure a project is delivered on time, within budget and in alignment with scope requirements. They will be an enabler of successful project and programme delivery across the capital portfolio through streamlined day to day management of projects and ensure projects and programmes are delivered effectively and consistently.

Duties and Responsibilities:

- Support the development and maintenance of appropriate project controls standards, procedures and best practices across the portfolio of projects and programmes.

- Responsible for the consistent application of project controls standards throughout the project/programme lifecycle. (initiation, planning, delivery, close out).
- Support the development of supporting materials such as process maps, guidance notes, templates, and toolkits to support consistent application.
- Support the preparation of clear reporting and performance analysis for key stakeholders.
- Drive continuous improvement in reporting accuracy, efficiency and transparency.
- Support the identification escalation of risk, issues and systemic weaknesses that are impacting performance through clear, data driven insights.
- Produce, clear concise performance and assurance reports for relevant stakeholders.
- Contribute to the development of portfolio management maturity and capability.
- Build strong working relationships with delivery teams, Portfolio Office colleagues, and support functions.
- Work closely with Asset Strategy, Asset Delivery and Asset Operations to monitor and drive performance on all projects and programmes.
- Support training, briefings, and hands-on engagement with project teams to drive understanding, buy-in, and adoption.
- Share lessons learned and best practices across the portfolio and drive for high performance across the team, setting the standard for continuous improvement in the delivery of the portfolio.
- Perform other such duties that may be required from time to time

Knowledge, Skills and Experience:

- Relevant third level degree in Engineering, Project Management or equivalent qualification or equivalent competence gained through a significant career in a largely similar role.
- Minimum 3 years post qualification experience managing the delivery of projects or programmes in the natural gas or similar utility industry.
- Experience with project lifecycles, milestones, and programme delivery in infrastructure or similar environments.
- Experience in cost control, scheduling and forecasting for capital projects, preferably within utilities, energy or infrastructure.
- Experience using project controls systems and reporting tools (e.g. Maximo, Oracle, Excel, Power BI, Power Apps or similar) would be an advantage.
- Awareness of Lean / Continuous Improvement approaches, with an interest in improving processes and ways of working.
- Excellent analytical and problem solving skills with high attention to detail and data accuracy.
- Exceptional written and verbal communication skills, with the ability to clearly articulate complex issues to diverse audiences.
- Ability to foster cross-functional collaboration and integrate activities with wider organisational goals
- Proven ability to handle complex issues proactively, manage disputes effectively, and find practical solutions under pressure.
- Experience of developing and maintaining effective strategic partnerships with key stakeholders would be an advantage.
- A track record of achievement of key results and will have demonstrated ability to accelerate these results through others.
- Strong decision-making capabilities which is based on strong technical or functional understanding.

Equal Opportunities Employer

Gas Networks Ireland is an equal opportunities employer, committed to providing a diverse, inclusive, and supportive workplace. Through our ibelong framework, we work to ensure that everyone feels respected, valued, and able to contribute.

We welcome applications from all suitably experienced candidates, regardless of gender, age, racial or ethnic origin, membership of the Traveller community, religion or beliefs, family or civil status, sexual orientation or gender identity, or disability.

We also value diverse career journeys and warmly welcome candidates returning to the workforce or bringing non-linear experience, including transferable skills gained through life and professional pathways.

If you require any reasonable accommodations at any stage, please contact us at recruit@gasnetworks.ie and we will support you to ensure a positive and equitable candidate experience.

We offer hybrid working arrangements to help you balance work and life, and to support you in bringing your best to the organisation.

Gas Networks Ireland will only hold your data for as long as necessary. By providing a CV, you are agreeing for Gas Networks Ireland to process this information about you. If you have any queries about how Gas Networks Ireland processes your data, see our Privacy Notice or email dataprotection@gasnetworks.ie.

