



**Role:** Delivery Enablement Administrator  
**Area:** Assets & Infrastructure  
**Sub-Area:** Portfolio Office  
**Location:** Cork/Dublin (Hybrid)  
**Salary:** Grade F (€42,813 - €64,219)  
**Duration:** 2 year Fixed Term **Ref:** GNI117

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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 **17<sup>th</sup> of June 2026**, and applications submitted after this closing date will not be accepted.

### **The Role:**

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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 Delivery Enablement Manager, the Delivery Enablement Administrator will provide essential administrative and coordination support to the capital processes function. The role will help ensure that capital delivery processes, documentation, templates, and guidance materials are well maintained, accessible, and up to date, supporting their effective use across the organisation. This is a detail-oriented support role, focused on organisation, consistency, and follow-through, enabling the wider delivery enablement team to operate efficiently

## **Duties and Responsibilities:**

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- Maintain repositories of capital delivery processes, procedures, templates, and guidance documents.
- Support document control activities, including version management, formatting, approvals, and archiving.
- Ensure process documentation is consistently structured, clearly labelled, and easy to navigate.
- Assist with administrative activities associated with process updates, including tracking changes, updating registers, and coordinating approvals.
- Support the rollout of new or updated processes by preparing materials, distribution lists, and communications.
- Maintain logs of process changes, updates, and effective dates.
- Coordinate meetings, workshops, and briefings related to capital process development and rollout.
- Support scheduling of training sessions and engagement activities with delivery teams.
- Maintain basic trackers and reports relating to process updates, document status, and rollout activities.
- Support the Delivery Enablement Specialist in collating information for progress updates and reporting.
- Ensure key actions and follow-ups are logged and progressed.
- Act as a first point of contact for general queries relating to capital process documentation and access.
- Provide day-to-day administrative support to the Delivery Enablement team as needed.
- Support the Lessons Learned process as needed as well as supporting continuous improvement by highlighting recurring issues, gaps, or inconsistencies in documentation or administration.
- Other duties as may be assigned from time to time.

## **Knowledge, Skills and Experience:**

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- Third level qualification and/or three years relevant experience in an administrative role.
- Experience in preparing reports, maintaining databases, raising and delivering purchase requisitions, processing invoices and filing.
- Proficient working knowledge of MS Word, Excel, PowerPoint and Outlook.
- Experience with Maximo and Oracle desirable.
- Experience in preparing reports, maintaining databases, raising and delivering purchase requisitions, processing invoices and filing.
- Proven effective time management skills with the ability to prioritise and remain focused.
- You will be a strong team player and have a demonstrated ability to work with others on shared goals and objectives.
- You will have experience of working within teams and across virtual teams to deliver on shared goals and objectives.
- You are adaptable and flexible in your approach and strive to improve processes and ways of working.
- You are comfortable with taking the initiative and constantly seek out opportunities to learn new skills.

- You will be result focused and have a track record of delivering on key goals and objectives.
- You will be committed to delivering excellent service to internal/external customers.

## Equal Opportunities Employer

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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](mailto: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](mailto:dataprotection@gasnetworks.ie)

