



Role: Portfolio Assurance Lead
Area: Assets & Infrastructure
Sub-Area: Portfolio Office
Location: Cork/Dublin (Hybrid)
Salary: Grade D (€59,227 - €88,840)

Duration: 2 year Fixed Term **Ref:** GNI119

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 22nd June 2026, 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 Portfolio Assurance Manager, the Portfolio Assurance Lead, will be responsible for ensuring that GNI's portfolio of projects and programmes comply with governance requirements and are aligned with regulatory requirements. They will be

responsible for providing oversight, direction and assurance across GNI's investment portfolio to ensure delivery of safe, efficient and strategically aligned projects and programmes. They will focus on ensuring that all projects and programmes are well-governed, controlled and delivering the expected outcomes.

Duties and Responsibilities:

- Provide assurance across the portfolio for the lifecycle of projects/programmes (initiation, planning, delivery, close out).
- Monitor portfolio performance trends and provide insight on delivery confidence and forecast outcomes.
- Identify, assess and escalate portfolio-level risk, issues and systemic weaknesses that are impacting performance.
- Produce, clear concise performance and assurance reports for senior leadership and governance forums.
- Write Sub-EAC/EAC Gate submission papers, from Gate 2 to Gate 4, and the Board submission papers.
- Responsible for ensuring that the supporting information provided by the various stakeholders for Gate Submissions, and documented in Investment Plans (Technical Justification Papers), Business Cases (including Customer Connection or Works Agreements), and Programme Plans, satisfies the requirements specified in the Portfolio Governance Checklist for the relevant Gate.
- Responsible for developing and maintaining the annual Gate Calendar that sets out the Gate Submissions required to achieve the Capital Delivery Plan.
- Responsible for monitoring and driving Gate Submission performance and quality across the key stakeholders, in line with the Gate Calendar.
- Provide support to relevant Project Delivery Managers and Leads; as well as Maintenance Programming & Delivery leads; with respect to Portfolio governance requirements and project completion checklists.
- Ensure projects and programmes in the portfolio comply with governance requirements.
- Conduct gateway reviews and health checks on projects and programmes.
- Responsible for improving governance processes and driving consistent standards.
- 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.
- Present Gate 2 to 4 papers for expenditure approval deputising for the Portfolio Assurance Manager as and when necessary.
- Support the training of student placements and onboarding team members.
- Prepare and present monthly Assurance Process Drop-in Sessions for Portfolio, Asset Strategy, Asset Ops and Asset Management stakeholders.
- Perform other such duties that may be required from time to time

Knowledge, Skills and Experience:

- Relevant third level degree, professional qualification or equivalent competence gained through a significant career in a largely similar role.
- Minimum 5 years post qualification experience managing the delivery of projects or programmes in the natural gas or similar utility industry.
- Demonstrated experience of effective programme, risk and stakeholder management
- Familiarity with project lifecycles, milestones, and programme delivery in infrastructure or similar environments.
- 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.
- Experience identifying improvement opportunities, generating ideas and implementing solutions.
- 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

