



**Role:** Company Secretary  
**Area:** Chief Legal Office  
**Sub-Area:** Secretariat  
**Location:** Cork/Dublin (Hybrid)  
**Salary:** B (€94,242 - €141,362)  
**Duration:** Permanent **Ref:** GNI122  
**Closing date:** 7<sup>th</sup> of July 2026

---

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.

If your application is successful, your starting salary will be determined within the pay range based on your skills and experience. The market reference point (midpoint) of the range typically represents the higher end of the initial offer and reflects a level at which an individual is considered fully proficient in the role. This structure also allows scope for ongoing salary progression as the employee continues to gain experience and develop in the position.

## **The Role**

---

Reporting to the Chief Legal Officer, the Company Secretary will be responsible for the management of all activities within the Company Secretariat function and will be a key point of contact between the Gas Networks Ireland Board and the business.

## **Duties & Responsibilities**

---

- Oversee the management of all activities associated with the Gas Networks Ireland Board and its sub-Committees.
- Liaising closely with the Board Chairperson and other Board members on an ongoing basis, dealing with any queries or requests in an efficient, professional and confidential manner.

- Manage the effective delivery of Board and Committee meetings by coordinating the timely circulation of papers, attending meetings, preparing minutes and resulting action items.
- Oversee the management of subsidiary Boards, including meeting coordination, paper circulation, minute-taking, follow-up actions and related correspondence.
- Demonstrate a strong knowledge of the Code of Practice for the Governance of State Bodies and the UK Corporate Governance Code and monitor updates 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 consent request applications.
- 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 all 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 Chairperson, Board members and senior management on governance matters.
- Advising the Chief Legal Officer on company law and governance related activities.
- Coordinate the induction and ongoing training of Board members.
- Manage the Board and Board Committee evaluation process of its performance and effectiveness.
- Managing, developing and coaching more junior members of the Secretariat team.

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

---

- 10 years' experience in a senior company secretarial or governance role.
- Relevant third level qualification in law, governance, business, or a related field.
- 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 organizational accomplishment and delivering desired results
- Experience working with or within semi-state or regulated entities is an advantage.
- Excellent interpersonal, organizational and administrative skills.
- Strong written and verbal communication abilities.
- High attention to detail and accuracy.
- Ability to manage confidential information with discretion.

## 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](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)

Applications submitted after the closing date will not be accepted.

