



Role: Meta-Data & Records Administrator
Area: Assets & Infrastructure
Sub-Area: Asset Delivery/Design Delivery
Location: Cork (Hybrid)
Salary: Grade F (€42,813 - €64,219)
Duration: Specific Purpose
Ref: GNI135
Closing date: 7th August 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.

To apply, email your application, including your CV, to recruit@gasnetworks.ie, quoting the job title and reference number in the subject line.

The Role:

The Asset Delivery function within Gas Networks Ireland is responsible for the end to end planning, designing and delivery of GNI's portfolio of asset development programmes. The Asset Delivery function brings together all the technical and project support capabilities needed to take high-level projects and programmes from the Portfolio Office and translate these through from detailed design and project planning, to construction delivery and handover to Asset Operations.

Reporting to the Project Information Lead, the Meta-Data & Records Administrator will be responsible for the day to day activities associated with the materials incoming inspection process as well as supporting the project information team.

Duties and Responsibilities:

- Oversee the incoming inspection process for materials received, utilising Maximo and/or Oracle to retrieve details and generate checklists for engineer inspections.
- Coordinate with third-party inspectors for materials manufactured, ensuring reports are uploaded to internal SharePoint and distributed to engineers for review.
- Monitor third-party inspector invoices to verify accuracy of charges.
- Ensure completion and storage of all as-laid, material, and technical records in compliance with external standards, GNI procedures, and management system requirements.
- Liaise with other areas in Asset Delivery, such as Design Delivery, Project Delivery, as well as GNI's Engineering Service Providers.
- Update Maximo, GIS, and other IT systems as required by GNI procedures and processes.
- Escalate any issues with incoming inspection documentation to the Project Information Lead.
- Scan, file, and manage manual and electronic documents as necessary, ensuring proper archiving of all records.
- Create new and refine existing procedure documents.
- Identify and raise risks and issues to the Project Information Lead.
- Other duties may be assigned from time to time.

Knowledge, Skills and Experience:

- Relevant qualification or certification in Document Control, Quality or a related field or similar equivalent qualification.
- Minimum one year experience in a similar role within a project services or engineering environment, preferably in the gas or utilities sector.
- Ability to use Maximo Inventory & Oracle EBS is an advantage.
- Strong analytical and problem-solving skills.
- Proven ability to create and develop good working relationships to facilitate the accomplishment of work goals, coupled with the ability to gain commitment from others.
- Experience with identifying improvement opportunities, generating ideas and implementing solutions.
- Ability to set own high standards of performance and delivering desired results.
- Familiarity with Drawing Register Systems and document scanning procedures.

- Strong organizational skills with the ability to prioritize tasks and manage multiple projects simultaneously.
- Excellent communication and interpersonal skills, with the ability to liaise effectively with internal and external stakeholders.
- Attention to detail and accuracy in record-keeping and documentation.
- Flexibility to adapt to changing priorities and deadlines in a dynamic work environment.
- Commitment to ongoing professional development and learning in relevant areas.

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

Applications submitted after the closing date will not be accepted.



Gas
Networks
Ireland



50 Years
of Moving
Ireland's Energy

