



Role: CLO Support Analyst
Area: Gas Networks Ireland
Sub-Area: Chief Legal Office
Location: Cork/Dublin
Grade: E (€51,596 - €77,394)
Duration: Permanent
Ref: GNI151
Closing date: 22nd September 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:

Reporting to the Data Protection/FOI & AIE Officer in the delivery of their duties.

Duties and Responsibilities:

- Triage all statutory requests received, prepare draft correspondences
- Provide support to requesters as necessary
- Manage the request process, liaising closely with internal teams, providing guidance and advice as required and supporting business areas/decision makers
- Monitoring processes and escalating matters as needed, ensuring deadlines are met
- Provide training support to business across Data Protection FOI & AIE
- Assist with incident / breach investigations
- Assist with Data Protection Impact Assessments
- Review and score tender submissions and issue clarifications where necessary.
- Support department work scheduling including asks re projects and tender evaluations.
- Explore opportunities to enhance efficiencies & provide periodic updates.
- Maintain requests tracker & follow up with staff where necessary
- Prepare statistics for the Department
- Ensure GNI up to date with requirements under MPS
- Coordinate quarterly risk meetings, manage change updates and update the risk records.
- Provide general support to the Data Protection/FOI & AIE Officer including support in relation to governance matters.
- Special project activities and other duties as may be assigned from time to time

Knowledge, Skills and Experience:

- Third level degree in Business, Legal studies or a related area is desirable
- Experience in Data Protection, Freedom of Information, or Access to Environmental Information is desirable
- 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.
- Have excellent analytical and numerical skills and be able to identify and analyse problems and potential improvements and propose and implement solutions.
- Experience with MS Office, Co-Pilot, SharePoint and case management systems
- Proactively identifying new areas of learning and using newly gained knowledge and skill on the job.
- Ability to set own high standards of performance and delivering desired results.
- Strong interpersonal skills with the ability to communicate effectively at all levels within the organisation
- Ability to work on own initiative but also as part of a team.
- Ability to prioritise tasks, and deliver high-quality work within timeline

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

