



Role: Land Management Administrator
Area: Assets & Infrastructure
Sub-Area: Portfolio Office
Location: Cork/Dublin
Salary: Grade F (€42,813 - €64,219)
Duration: Permanent
Ref: GNI159
Closing date: 21st October 2026

Gas Networks Ireland operates and maintains Ireland's €3 billion, 14,781km 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 Portfolio Office function within Gas Networks Ireland (GNI) 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 Land Management Lead, the Land Management Administrator will be responsible for the day to day activities associated with land and wayleave acquisition by consent and/or Compulsory Acquisition Procedures within Gas Networks Ireland

Duties and Responsibilities:

- Prepare and issue Wayleave and Land Acquisition application packages.
- Process Wayleave and Land Acquisition applications including responding to queries raised by landowners/tenants and/or their professional advisors.
- Administer requests made by Legal Advisors / Land Valuers / Engineers / Agronomist.
- Liaise with landowners and their professional advisors.
- Process incoming and outgoing correspondence.
- Liaise with internal stakeholders and participate in project meetings providing updates as required.
- Assist in the preparation of evidence and documentation for Oral Hearings, Arbitrations, Court Injunctions and general legal proceedings.
- Liaise with Government Departments, Commission for Regulation of Utilities, Statutory Bodies, Local Authorities and An Bord Pleanala.
- Maintain and update the Wayleave Oracle System, utilising Maximo and SharePoint.
- Mobility within the Department/Company to meet operational requirements as demand arises.
- Relief payment duties as and when required.
- Other duties as may be assigned from time to time

Knowledge, Skills and Experience:

- Third level qualification and/or three years relevant experience in an administrative role with a good working knowledge of legal and land valuation.
- Experience with Maximo and Oracle desirable.
- 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 is essential.
- 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 will be an active communicator and listener, comfortable conveying your ideas and open to the ideas of others.
- 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 have demonstrated judgment and decision-making capability to achieve common goals.
- You will be committed to delivering excellent service to internal/external customers.

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



Gas
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Ireland



50 Years
of Moving
Ireland's Energy

