



Role: Land Management Administrator

Area: Gas Networks Ireland

Sub-Area: Asset Management

Location: Cork

Duration: Permanent

Salary: Competitive

Ref: 021N19

Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland. Through our regulated business, Gas Networks Ireland, we build and operate one of the most modern and safe gas networks in the world. In 2014, we took responsibility for the operation and maintenance of Ireland's water and wastewater assets through our other regulated business Irish Water. Ervia directly employs over 1,700 people who deliver services to 1.7 million customers daily. We are guardians of the national assets and experts in our field. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people.

Background:

The Asset Management function within Gas Networks Ireland is responsible for optimising the return from the asset portfolio. Asset Management identify, plan and develop investment programmes while achieving an optimal balance between customer requirements, asset efficiency and risk. Asset Management considers the financial and regulatory effects of the proposed investment strategies. The Asset Programmes area within Asset Management is responsible for the management of all aspects of programmes from conceptual design through to construction.

The Role:

Reporting to the Land Management Specialist, the Land Management Administrator will assist in the day to day activities associated with land and wayleave acquisition by consent and/or Compulsory Acquisition Procedures together with various assignments 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 Pleanála.
- 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.

The closing date for receipt of applications for this vacancy is the 21st March 2019

Applications, including a current Curriculum Vitae should be emailed to: recruit@ervia.ie

Please include the Reference Number for this Role when making an application