



Role: Insurance Placement Claims Support
Area: CFO
Sub-Area: Insurance
Location: Dublin / Cork
Salary: Competitive

Duration: Specific Purpose **Ref:** GNI108

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.

The closing date for receipt of applications for this vacancy is the 1st of June 2026, and applications submitted after this closing date will not be accepted.

The Role:

The Insurance area is not only responsible for ensuring that GNI has the most appropriate insurance cover in place, it is also responsible for ensuring that insurance related claims are investigated and managed in a cost effective manner in accordance with policy terms and conditions.

Reporting to the Insurance & Claims Manager, the Insurance Placement Claims Support is responsible for supporting the Insurance Placement and Claims Team in the delivery of insurance programme placements, handling of insurance queries from the business, administration of placement and claims payments, and other duties as assigned

Duties and Responsibilities:

- Support the Insurance and Claims Manager in providing Insurance Services to Gas Networks Ireland
- Undertake the collation and preparation of renewal documentation to assist the Insurance and Claims Manager and team in respect of Insurance renewal process

- Act as a point of contact for insurance queries on the Owner Controlled Insurance Placement (OCIP) construction risks and on the operation programmes for the organisation
- Assist in the preparation of tender documents to the Broker Frameworks
- Maintain/update a database of insurance policies and insurance summary documents
- Review insurance queries from the business and escalate within the team as required
- Liaise with Insurance Brokers and other relevant parties on insurance placement matters and contractor queries, and refer within the team in accordance with agreed governance protocols
- Maintain and manage a database for the OCIP
- Assist the Business with the review of contractors insurances in advance of ultimate sign off by the Insurance and Claims Manager
- Administer and update insurance portfolio / policy details on Riskconnect / Sharepoint / General Files database
- Administration of Renewal invoices, Claims Payments, and Third Party Damage records working closely with the Insurance & Claims Manager in developing and delivering Insurance and Claims services
- Work with the Insurance & Claims Manager in connection with all incidents/claim notifications and liaise with the business and other stakeholders to gather relevant information internally as requested
- Maintain the claims database (Riskconnect) in respect of the Portfolio of claims files and prepare claims reports/analysis as required in conjunction with Insurance and Claims Manager
- Liaise with Insurance Brokers/Insurers/Loss Adjusters/ Solicitors / Engineers regularly about the status of first party incidents/claims
- Support Third Party Property Damage to GNI Assets process, investigation and administration
- Support the Insurance & Claims Manager in the preparation and handling of significant Property Damage/Business Interruption Claims in order to ensure a positive outcome is achieved
- Liaise with the Business and other stakeholders as required
- Prepare periodic reports for presentation by the Insurance & Claims Manager to Business Unit Management
- Other duties as assigned

Knowledge, Skills and Experience:

- Three-five years' experience working in an Insurance Company or Broking environment role, handling various classes of general insurance desirable
- Insurance Institute of Ireland CIP qualification or progression towards Chartered Insurance Institute ACII qualification or relevant third level qualification
- An understanding of the insurance market and various classes of general and construction insurance is desirable
- Operating in a utility company or in a regulated industry would be an advantage
- Excellent communication skills
- Ability to work with multi-disciplinary teams and flexibility to multi-task in line with a number of duties and responsibilities
- Experience and knowledge of a self-insured environment would be an advantage
- Ability to set up ongoing procedures to collect and review information as needed
- 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

- Attention to detail, accuracy and quality

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.

