



GROUP SECRETARY

The Organisation

Córas Iompair Éireann (CIÉ) is Ireland's largest public transport operator.

The CIÉ Holding Company is the parent organisation for Iarnród Éireann (Irish Rail), Bus Éireann, and Bus Átha Cliath (Dublin Bus). The CIÉ Group also includes CIÉ Tours International and Rosslare Europort, a strategic gateway for freight and passenger ferry services. Collectively, these operations facilitate over 320 million passenger journeys annually, enabling vital national and regional connectivity.

CIÉ provides shared governance, long-term asset stewardship, and enabling support services to its subsidiaries. Working closely with the National Transport Authority and the Department of Transport, CIÉ helps deliver public mobility priorities, supporting Ireland's climate, housing, and transport goals. Strategic co-ordination is provided by CIÉ Group, while each subsidiary operates with a high degree of autonomy. The Holding Company also delivers professional shared services across the Group and manages its own commercial activities and property portfolio.

The Role

CIÉ is seeking to appoint a Group Secretary to join the CIÉ Holding Company. This pivotal senior leadership role sits at the heart of Ireland's national public transport Group, with statutory responsibility as Secretary to the CIÉ Board, its principal sub-committees, and the Executive Board, which includes the CEOs of the operating companies.

The Group Secretary provides authoritative advice on company secretarial, legal, regulatory, and corporate governance matters, ensuring the highest standards of compliance across the Group. Working closely with the Board and senior executives, the post-holder will enhance governance frameworks and deliver exceptional administrative and strategic support.

Beyond statutory duties, the Group Secretary leads a diverse portfolio, including the CIÉ Archives and the Office of the Data Protection Officer.

The Person

The ideal candidate will have proven experience in a highly regulated environment and a strong track record as a senior manager with a familiarity of the Code of Practice for State Bodies. Exceptional communication, interpersonal, and leadership skills, along with sound judgment and discretion, are essential. A qualification in law or accountancy is required, with a company secretarial qualification considered desirable.

Further information is available at www.cie.ie

Candidates should forward full career details by email in complete confidence to Barry Herriott, stating how they meet the requirements for the post, preferably by **Friday, 19 September**.

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 **BARRY HERRIOTT**
Search & Selection



Bus Éireann



Iarnród Éireann
Irish Rail



CIÉ TOURS