



Emeis Ireland

#JOB-2431144

The Residence Citywest , Cúil Dúin Avenue,
Citywest, Co. Dublin, D24 K5KC

No of positions : 1

Paid Position

40 hours per week

34000.00 Euro Annually

27/01/2026

24/02/2026

How to apply

Application Method :

Not available



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Workforce Planner

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

The Residence, Citywest, Nursing Home, Cooldown Commons, Fortunestown Lane, Citywest, Dublin 24, D24 K5KC, part of emeis Ireland have a vacancy for a Workforce Planner to join their team on a full time basis of 40 hours per week for a salary of €34,000 per year. The Workforce Planner is responsible for ensuring the nursing home is appropriately staffed at all times to deliver safe, high-quality resident care. This role combines workforce planning, rostering, and recruitment, with a strong focus on nursing and care roles. The post holder will work closely with management to forecast staffing needs, manage recruitment pipelines, and ensure compliance with regulatory and budgetary requirements.

Key Responsibilities

- Develop and maintain effective staffing plans aligned with resident occupancy levels, and regulatory requirements
- Support the preparation and manage staff rosters to ensure safe staffing levels across nursing, care, and support roles in conjunction with nursing home management.
- Monitor planned vs. actual staffing levels, identifying gaps and risks
- Analyse workforce data (vacancies, turnover, agency usage, overtime, sickness) and provide regular reports in addition action outputs of these
- Support contingency planning for unplanned absences and emergency staffing needs
- Lead end-to-end recruitment for nursing, healthcare assistant, and support staff roles
- Work with managers to identify current and future staffing requirements
- Draft and manage job advertisements, shortlisting, interviewing, and offers
- Build and maintain a strong talent pipeline, including links with agencies, educational institutions, and international recruitment partners where applicable
- Coordinate onboarding, pre-employment checks, and induction in line with HIQA and organisational standards
- Ensure staffing levels and skill mix comply with HIQA regulations and internal policies
- Maintain accurate and up-to-date staffing and recruitment records

- Support inspections and audits by providing accurate workforce data and documentation
- Promote best practice in workforce planning and recruitment within the nursing home
- Work closely with the Director of Nursing, ADONS, Clinical Nurse Managers, and HR colleagues
- Act as a point of contact for staffing and recruitment queries
- Support managers with workforce planning decisions and recruitment strategies

Essential

- Experience in workforce planning, rostering/HR analytics, or recruitment within healthcare, social care, or a similar regulated environment
- Strong understanding of staffing requirements in a nursing home or residential care setting
- Excellent organisational and analytical skills
- Ability to manage multiple priorities in a fast-paced environment
- Strong communication and stakeholder management skills
- Proficiency in workforce systems, rostering software, and Microsoft Office

Desirable

- Experience recruiting nurses and healthcare assistants
- **Sector:** human health and social work activities

Career Level

- Experienced [Non-Managerial]