



Oxtron Limited t/a Supervalu Killester



#JOB-2471711



169 Howth Road, Killester, Dublin 3, D03

H6C5



No of positions : 1



Paid Position



40 hours per week



38000.00 Euro Annually



24/09/2026



22/10/2026

How to apply

Application Method :

Not available



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Human Resource & Workforce Planning Specialist

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

Key Responsibilities

- Analyse workforce requirements across departments by reviewing staffing levels, trading patterns, labour hours, employee availability and operational demand, and recommend appropriate resource allocation to management.
- Collect, analyse and interpret workforce and operational data, including overtime, employee utilisation, staffing costs and productivity trends, to identify operational issues and opportunities for improvement.
- Develop and maintain management dashboards, KPI reporting and workforce planning reports covering staffing requirements, labour expenditure, sales per labour hour, labour cost as a percentage of sales, overtime, waste, shrinkage, productivity and workforce utilisation.
- Work with departmental managers to gather and document business and staffing requirements, investigate operational issues and develop practical, cost recommendations to improve productivity, staffing efficiency and service delivery.
- Review existing workforce and HR processes, identify inefficiencies or gaps, and recommend improvements to procedures, reporting systems and working practices.
- Support management with workforce budgeting, labour cost analysis, staffing forecasts and resource planning to keep staffing aligned with operational and financial objectives.
- Prepare business cases and cost-benefit analyses for proposed operational changes, including changes to rostering models, opening hours, departmental structures and working practices.
- Analyse attendance and absence trends, including sick leave, return-to-work patterns and recurring attendance issues, and provide management with reports and recommendations to improve workforce availability.
- Manage end-to-end recruitment, including job advertising, candidate sourcing, screening, interviewing, selection, onboarding and induction, so that hiring reflects identified business requirements.
- Support employee relations matters, including performance management, disciplinary procedures, grievance handling and workplace investigations, and identify recurring issues that may

require policy or process changes.

- Ensure workforce practices comply with Irish employment legislation, right-to-work requirements, employment contracts, probation procedures, employee documentation and internal company policies.

Requirements

- Bachelor's degree in Human Resource Management, Business Administration, Business Management or a related discipline.
- Experience in workforce planning, business operations, HR analytics or workforce management within a high-volume operational environment.
- Strong experience analysing staffing requirements, labour costs, workforce utilisation, attendance and operational performance.
- Strong Microsoft Excel, reporting and data-analysis skills.
- Strong knowledge of Irish employment legislation and workforce-management practices.
- Strong analytical, problem-solving, communication and stakeholder-management skills.

- This vacancy is suitable for Remote/Blended working

- **Sector:** other service activities

Career Level

- Executive