Sláinte Leanaí Éireann
CHI
Children's Health Ireland

Job Title & Grade	Clinical Nurse Manager 3 – Nursing Services Staff Bank Manager
Campaign Reference #	106485
Closing Date	Thursday, 26th of November 2026 at 11:45pm
Duration of Post	Fixed Term Contract (1 year)
Advertisement Type	External
Specific T&C's of post	This role will work 5 over 5. 37.5 hour standard working week/ shift work required Annual Leave: 25 – 28 days per annum Remuneration is in accordance with the salary scale approved by the Department of Health: Current salary scale with effect from 1st June 2026: Grade, Code 233X, starting at Point 1 €72,146 and rising annually in increments: €81,478 LSIS.
Location of post	The post holder will be expected to work across all CHI sites
Reporting Arrangements	Professionally reports to the Assistant Director of Nursing-Strategic HR Operationally reports to the site the Director of Nursing Patient Flow Lead
Key Working Relationships	The post holder will work closely with: • Nursing Site Management • Patient Flow • Clinical Nurse Managers and Nursing Teams • Nurse Practice teams • Education teams • Members of the MDT • Emergency Department • Centre of Children's Nurse Education • Health Care Assistants • Health and Safety Team • Quality teams • Health and Social Care Professionals (HSCP) The post holder will also develop close working relationship with external nursing agencies.

	Please note that this list is not exhaustive and key working relationships will change as the project moves from service development, construction completion, commissioning & transitioning to steady state.
Purpose of the Role	The CNM3 Nursing Services staff Bank Manager is responsible for the operational management, development and coordination of the CHI Nursing Staff Bank, inclusive of Health Care Assistants. The post holder will coordinate the recruitment, onboarding, deployment and utilisation of bank staff to support safe patient care and optimise the use of temporary staffing resources across CHI services. They will monitor compliance with regulatory, mandatory and organisational requirements; maintain oversight of staff records and contractual arrangements in collaboration with Human Resources, provide activity, utilisation and performance reports, support the monitoring of bank usage and workforce metrics, and contribute to quality improvement, service development and effective governance of the Nursing Staff Bank. The post holder will contribute to nursing workforce initiatives staffing solutions that support organisational priorities and service needs across CHI. *The successful candidate may be required to work across CHI sites and services in line with organisational requirements and the development of the new children's hospital and associated services.*
Principal Duties and Responsibilities	**Professional Duties and Responsibilities**: The post holder will: **General responsibilities** • Be expected to live CHI behaviours and be child-centered, compassionate, progressive, and will act with respect, excellence and integrity. • Maintain an awareness of the primacy of the child and family experience in all aspects of service delivery. • Support the delivery of safe, high-quality, evidence-based care through effective workforce planning and resource deployment. • Work within professional standards, organisational policies, procedures, and governance requirements. • Collaborate effectively with nursing leadership, operational management, multidisciplinary teams, and key stakeholders across CHI. • Develop effective working relationships with nursing management, HR, payroll and other key stakeholders. • Act as a key point of contact for Nursing Staff Bank matters across CHI services. **Leadership and Management**

	• Lead the implementation, evaluation and ongoing development of the CHI Nursing Staff Bank model in line with national policy, organisational priorities, and workforce requirements. • Provide operational oversight of a standardised CHI approach to the allocation and utilisation of Nursing Bank resources working in partnership with operational and clinical leads to support safe staffing across services. • Contribute to the development of strategic objectives, policies, procedures, protocols and governance frameworks of the Nursing Bank, ensuring stakeholder engagement. • Support organisational workforce priorities, including major incident preparedness, surge capacity and winter planning. • Provide professional leadership and development opportunities for the Nursing bank staff. • Represent CHI at appropriate internal and external forums, working groups and committees. • Contribute to the continuous improvement of systems and processes supporting staff bank operations. **Operational Management/service delivery** • Ensure effective day-to-day management of the Nursing Bank service. • Develop and maintain efficient systems and processes for booking staff, deployment and workforce coordination. • Be accountable for the management of a safe and effective service that supports safe, child and family centred care. • Facilitate and maintain regular and effective communication with Site Management and Nursing Leadership Teams regarding workforce deployment and staffing pressures ensuring the Nursing Bank Service is responsive to the needs of the Hospital on a 24-hour basis. • Coordinate communication between workforce services, clinical areas and relevant stakeholders. • Support the transition to new workforce systems and digital solutions associated with the new Children's Hospital. • Attend service meetings, committees and working groups as required. • Work closely with the Nursing and Finance team regarding effective use of resources and potential to minimise additional resource usage. • Verify for payroll the timely and accurate attendance of staff on the Nursing Bank. • Support the oversight, verification and reconciliation of agency staffing invoices and other temporary staffing expenditure as required, liaising with Finance, Payroll, operational managers and service providers to resolve queries. • Liaise with operational managers, finance, payroll and agency providers regarding invoice queries, agency bookings, overtime and temporary staffing payments, escalating discrepancies as required. • Actively engage with Human Resources on employee relations matters, including attendance management, performance management and disciplinary processes. • Ensure all services supported by the Nursing Bank are delivered safely and in accordance with CHI policies, procedures and professional standards. • Monitor staffing requests and workforce utilisation to support safe staffing levels. • Maintain effective systems for workforce allocation and staff bank administration.

	Workforce Planning and Deployment • Review staffing requirements, workforce demands, and service pressures to support workforce planning and the allocation of Nursing Bank resources in collaboration with operational and clinical leads • Coordinate the provision of Nursing Bank, overtime and other approved workforce resources across CHI to support safe staffing levels. • Provide workforce advice, analysis, reports and recommendations to nursing leadership regarding resource utilisation, service demands, and staffing requirements. • Support safe staffing decision making through the effective allocation and utilisation of Nursing Bank resources. • Ensure robust systems are in place for roster management, shift allocation and workforce coordination and accurate workforce data management. • Support workforce planning initiatives designed to improve efficiency, quality, productivity and patient safety. • Manage attendance in accordance with CHI policies and procedures, seeking guidance from Occupational Health and Human Resources as required. **Recruitment, retention and staff development** • Lead the recruitment, onboarding, induction and retention of Nursing Bank staff in partnership with Human Resources. • Ensure compliance with CHI recruitment processes, Garda Vetting, Children's First requirements and employment policies. • Manage staff probation, performance, attendance and professional development. • Ensure Nursing Bank staff maintain compliance with mandatory and essential training requirements. • Promote staff engagement, competency development and continuous professional development. • Develop and facilitate educational, orientation and support programmes to enhance knowledge, skills and competencies of Nursing Bank staff • Collaborate with key stakeholders, including the Centre of Children's Nurse Education on the development and delivery of induction and educational programmes for Nursing Bank Staff. • Maintain accurate records of mandatory training, staff compliance, and workforce requirements. • Maintain a personal record of professional development and ongoing learning. • Maintain a sufficient pool of appropriately qualified and experienced staff to meet service demands. • Support the development of initiatives to attract and retain bank staff. **Performance, financial, reporting and workforce information** • Maintain accurate workforce, operational and financial data to support decision-making. • Produce regular activity, workforce, and performance reports relating to the Nursing Bank service. • Contribute to workforce and financial planning processes relating to the Nursing Bank.

	• Monitor and report on agreed key performance indicators including fill rates, utilisation, recruitment activity and agency replacement activity and provide regular reports to nursing and organisational leadership. **Governance, Quality and Safety** • Ensure the Nursing Bank service operates in compliance with professional, regulatory and organisational standards. • Develop and maintain systems for quality assurance, competency assessment and clinical governance within the Nursing Bank service. • Promote a culture of quality, safety and continuous improvement. • Monitor, manage and report incidents, risks, complaints and service issues in accordance with CHI policies and procedures. • Support quality reviews, service evaluations, and the implementation of corrective actions and improvement initiatives. • Report all patient, parent, or guardian complaints in accordance with CHI policy. • Work within current legislation, policies, procedures, protocols, and guidelines relevant to the role. **Health & Safety** • Ensure compliance with the Safety, Health and Welfare at Work Act 2005 and relevant CHI policies and procedures. • Fulfil all management responsibilities relating to staff health, safety and welfare. **Hygiene/Infection Prevention and Control** • Act as a role model and actively promote Infection Prevention and Control and promote best practice at all • Ensure that Nursing Bank staff are familiar with CHI Infection Prevention and Control policies, procedures and guidelines. • Ensure that Nursing Bank staff maintain up- to- date mandatory Infection Prevention and Control training and education requirements. • Promote compliance with CHIs requirements ad standards regarding hygiene • Ensure understand their responsibilities in preventing and reducing the risk of healthcare associated infection. **Confidentiality** • Maintain confidentiality in relation to all aspects of hospital business, patient information, and employee information in accordance with legislation, professional standards and CHI policies. • Ensure confidential records, information, and documentation are accessed, used, and stored appropriately. • Ensure no records, documents or property of CHI are removed without appropriate authorisation and that all Hospital property is returned when required. **Data Management** • Ensure compliance with Data Protection legislation, GDPR requirements and CHI information governance policies. • Maintain accurate workforce, operational and service records in accordance with organisational requirements. *The above is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to*

	the post which may be assigned to them from time to time and to contribute to the development of the post while in office.
Eligibility criteria, qualifications and experience	**<u>Essential Criteria:</u>** **1. Statutory Registration, Professional Qualifications, Experience, etc** **(a) Eligible applicants will be those who on the closing date for the competition:** (i) Are registered on the General and or Children's Division of the Register of Nurses & Midwives maintained by the Nursing and Midwifery Board of Ireland [NMBI] (Bord Altranais agus Cnáimhseachais na hÉireann) or entitled to be so registered. **And** (ii) Have at least 5 years post registration fulltime experience (or an aggregate of 5 years post registration full-time experience) of which 2 years (or an aggregate of 2 years post registration full-time experience) are management experience in acute children's healthcare services. **And** (iv) Candidates must demonstrate evidence of Continuing Professional Development. **And** Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity to properly discharge the functions of the role. **<u>Desirable</u>** **(i)** Evidence of workforce development experience. (ii) Have excellent communication and interpersonal skills.
Core Behaviours and our Chosen Culture in CHI	

	Organisational culture is not a static concept. It is dynamic and lived—reflected in how we interact with each other, how we care for patients, how we respond to challenges, and how we lead. It influences the quality of care, the wellbeing of our workforce, and the public's confidence in our services. Creating and maintaining a positive culture is the responsibility of every one of us. The behaviours detailed within the pillars in the image below, are how we reflect four key aspects of our chosen culture: How we partner with patients, service users and public, how we pause to self-reflect, how we interact with our colleagues and how we compassionately lead. A consensus on our core behaviours is the starting point for establishing and implementing our shared values. Values and Behaviours are the foundation of how we deliver health and social care. A consistent, practical framework helps everyone in the health service act in ways that reflect our shared culture and mission. Living these Behaviours is how we express our desired culture to those we serve. When applying these behaviours, we consider these statements and how they translate for CHI employees, in their day to day work.
Competition Specific Selection Process **How to Apply & Informal Enquiries**	Applications for this post must be accompanied by a cover letter, setting out relevant experience that illustrates how the essential criteria listed above are met. The criterion for short listing is based on the requirements of the post, as outlined in the eligibility criteria. *** Please note that you must submit a cover letter with your CV, this forms part of your application and CV's will not be accepted without a detailed cover letter.** The closing date for submissions of CVs and cover letter is **Thursday, 26th of November 2026 by 11:45pm**. Applications must be completed through the advertised post on **CHI.jobs** by clicking **'Apply for Job'.** **Applications will not be accepted through direct email or any other method.** For informal enquiries for this specialty/department, please contact Rosemarie Sheehan, Rosemarie.sheehan@childrenshealthireland.ie For other queries relating to this recruitment process, please contact Talent Acquisition Specialist – Evgeniya.Byvakina@childrenshealthireland.ie **PLEASE NOTE:** CHI has transitioned to a process of a one commencement day per month for all new employees and Secondments. This update to our Onboarding process is aligned to changes in our monthly/fortnightly payroll and with the corporate induction program. This process enhancement ensures that we can thoroughly prepare for your arrival and facilitate a smooth transition in your onboarding journey.

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	It is important for you to note that if you do not have your pre-employments and mandatory training completed in time, your commencement date will be deferred to the next available date. Below, you'll find the list of **commencement dates** for your information. • 4th January 2027 • 8th February 2027 • 8th March 2027 • 5th April 2027 • 10th May 2027 • 14th June 2027 • 5th July 2027 • 9th August 2027 • 6th September 2027 • 4th October 2027 • 1st November 2027 • 6th December 2027
Digital Health	Digital Health Technology is a key component to how CHI provides care to infants, children and young people, placing the patient, their parents/guardians at the centre of how they receive that care. Every episode of care will be supported by technology from referral to discharge and onwards to the General Practitioner Public Health Nurse and the Community services. As the CNM 3 – Nursing Bank you will lead and progress the nursing team to transition to a digital organisation. This will involve engaging with the digital health team and the Chief Nursing Information Officer to design workflows, implement new technology (e.g. electronic health care record), facilitate education and training, promote innovation and research to enhance patient and staff experience.

Information on "Non-European Economic Area Applicants" is available from https://dbei.gov.ie/en/
Children's Health Ireland is legally required to verify that all staff **have the right to work in Ireland before they begin employment**, regardless of nationality or immigration status. This right-to-work check is also necessary when an individual re-joins CHI or when their immigration permission or employment permit is due to expire.

Permit holders can change their permit employer to CHI after a period of nine months has passed since commencing their first employment permit in the State. The change of employer applies to the General Employment Permit (GEP) and to the Critical Skills Employment Permit (CSEP). The change is required to be completed as part of pre-employment clearance.

All Permits and Change of Employer applications are processed on the Employment Permits Online.

Some recruitment campaigns may be open to candidates who are not citizens of the EEA, Switzerland, or United Kingdom. You can consult the Critical Skills Occupational List see if your profession is currently eligible under this route.

The programme outlined for Children's Health Ireland may impact on this role and as structures change the job description may be reviewed.
Children's Health Ireland is an equal opportunities employer.