



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title:	Project Officer (Job Evaluation)
Department:	Employment Relations, RCN Scotland
Reports to:	Head of Pay, Terms & Condition's
Hours:	35 hours per week (Required to work flexibly to meet the requirements of the job. Occasional travel within the UK with occasional overnight stays and extended days required to fulfil the duties of the post)
Grade:	F
London Weighting:	As applicable
Location:	RCN Scotland HQ

JOB PURPOSE

To work with the Head of Pay Terms & Conditions in Scotland in supporting, activists and branches in order to increase understanding and engagement with the RCN Fair Pay for Nursing Campaign.

This will include the provision of advice, support, and training in relation to issues of pay justice and pay literacy with the critical focus on the NHS Job Evaluation Scheme and Review of Band 5 Nursing roles.

The post will increase capacity within the RCN to empower members to make effective use of the NHS job evaluation scheme to secure fair pay.

To support the planning, promotion, and delivery of a comprehensive programme of activity aimed at supporting Band 5 nurse members to realise the benefit of the review of Band 5 Nursing Roles in Scotland.

KEY RESPONSIBILITIES

1. Management Responsibilities

- Take personal ownership of work and career development.
- Be a point of contact for RCN activists working across NHS workplaces in relation to the NHS Job Evaluation Scheme.

2. Development Responsibilities

- Maintain an enhanced and up-to-date knowledge of employment legislation, nursing, and healthcare issues.
- Ensure a commitment to Personal and Professional Development including links to the RCN Professional Development Framework.
- Improve individual performance in line with the annual appraisal, operational and strategic objectives.

3. Financial Responsibilities

- Contribute to all internal and external audit processes ensuring implementation of recommendations within sphere of control.
- Contribute to the effective use of RCN resources.

4. Specific Role Duties

- Support the planning and delivery of a programme of activity aimed at increasing knowledge of, and engagement with, the NHS Job evaluation scheme to progress pay justice for RCN members.
- Provide direct support and advice to RCN members in collating and lodging JE reviews and in participating in the review of band 5 nursing roles. Offer support, advice, and representation as appropriate to member needs and RCN policy.
 - Raise understanding and awareness of the NHS Job Evaluation System.
 - Ensure that activists and RCN staff gain expertise, knowledge, and proficiency in operating the Job Evaluation System.
 - Assist in the development and deployment of RCN Job Evaluation resources.
 - Use agreed webinar and workshop resources to explain to members how the Job Evaluation process works to re-match/evaluate roles when members have taken on additional responsibilities and skills.
- Support the Head of Pay, Terms & Conditions and RCN Scotland Employment Relations Team in representing the RCN locally and strategically as required, working with employers, other trade unions and a range of stakeholders.
- Build relationships with member employers in order to negotiate effectively.
- Liaise with other professional organisations and trade unions on areas of mutual concern or interest.
- Assist RCN Scotland Learning and Development Lead and Senior RCN Officers in supporting the activist Learning and Development locally.

- Support effective activist mentorship within the RCN Scotland patches in relation to Agenda for Change Job Evaluation.
- Assist designated Senior RCN Officers in supporting RCN branches including recruitment and engagement activities in relation to Agenda for Change Job Evaluation.

5. Strategic Duties

- Support RCN Scotland in the achievement of RCN Strategic and Operational objectives within the area in relation to Job Evaluation work.
- Gather intelligence and campaign on behalf of the RCN for the benefits of RCN members in line with the RCN position.
- Support the development of services for members.

6. Additional responsibilities

- Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- Champion equality, diversity, inclusion and human rights and be responsible for contributing to achieving the commitments set out in the RCN Group Equality, diversity and inclusion statement.
- Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.
- Maximise all opportunities available to encourage member recruitment and promote the benefits of joining the RCN. Promote the RCN as the organisation that represents nurses and nursing, and that promotes excellent in practice and shapes health policies.
- Undertake any other duties as requested in line with the job role.

Job description updated by:
Scotland Lead, Pay, Terms and Conditions
August 2024