



## THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

### JOB DESCRIPTION FORM

**Job Title:** Engineer  
**Department:** IT and Digital  
**Reports to:** Principal Engineer  
**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:** G (Subject to evaluation)  
**London Weighting:** As applicable  
**Location:** Cardiff, Birmingham & Scotland – Hybrid Working

### JOB PURPOSE

The Engineer is responsible for the effective selection, implementation, development, and support of business-critical organisation-wide IT systems. Working within the Software Engineering team, the Engineer has responsibility for assisting with the development, implementation and integration of digital products, platforms and technology solutions whether internally developed or externally sourced.

### KEY RESPONSIBILITIES

#### 1. Specific role responsibilities

##### 1.1 Development Responsibilities

- 1.1.1 Use Backend or Frontend technologies to build websites and web apps as part of the internal development team.

- 1.1.2 Full lifecycle software development, in conjunction with Principal and Senior Engineers.
- 1.1.3 Understanding business requirements and turning these into workable code solutions.
- 1.1.4 Designing, coding, testing and debugging of digital products, platforms and solutions in appropriate programming languages.
- 1.1.5 The development and evolution of the RCN's website and web apps in line with organisational strategy.
- 1.1.6 Integration of systems to streamline business processes.
- 1.1.7 Research, identify and evaluate new technologies for implementation.
- 1.1.8 Create, review, and maintain technical documentation using defined templates.

## 1.2 Specific Role Duties

- 1.2.1 The development and maintenance of in-house developed software solutions, products & platforms, observing industry coding standards.
- 1.2.2 The development and integration of solutions into/with the RCN's CRM system as required.
- 1.2.3 The development and integration of the RCN website with key business systems.
- 1.2.4 Advise on purchase and implementation of relevant hardware and software, writing technical specifications as necessary.
- 1.2.5 The development and maintenance of supporting documentation ensuring accuracy of information.
- 1.2.6 Maintain knowledge and awareness of new technical developments and trends and maintain recommended industry best practice at all times.
- 1.2.7 Play a role in the end-to-end delivery of new web and/or business systems including the requirements gathering, design, development and implementation in line with corporate strategy.
- 1.2.8 Configuration and maintenance of the RCN's content management systems.
- 1.2.9 An escalation point for support of business systems.
- 1.2.10 Troubleshoot and debug escalated issues with existing business systems and sites.
- 1.2.11 The provision of programming support for the development of software applications for user departments in line with organisational objectives.
- 1.2.12 Coordinate and liaise with 3rd party suppliers and consultants as required.
- 1.2.13 Ensure business systems and websites are properly documented, operate to optimum efficiency and can be fully supported.
- 1.2.14 Ensure change control procedures are adhered to and that new releases are fully tested.
- 1.2.15 Ensure all project plans and programme of works are up to date, accurate and adhered to.
- 1.2.16 Utilise industry best practice and methodologies for project management and service delivery.

## **2. Additional responsibilities**

- 2.1 Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 2.2 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.
- 2.3 Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.
- 2.4 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.
- 2.5 Undertake any other duties as requested in line with the job role.

Job description updated by:  
Jarrad Davidson Principal Engineer  
14/08/2024