



JOB DESCRIPTION FORM

THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

Job Title: Senior Legal Officer
Department: Legal Services
Reports to: Head of Legal (Employment)

Key Relationships

Legal Department Colleagues
RCN Members
Regional/Country Teams
Regulatory Bodies
Internal and External Stakeholders

Hours: 35
Grade: E
London Weighting: As applicable
Location: RCN Scotland HQ (Edinburgh)

Job Purpose

To provide a comprehensive service of employment and public law advice and representation to RCN members, stewards and officers of the Royal College of Nursing. To facilitate legal advice in relation to criminal and personal injury matters. To manage the legal team based in the Edinburgh Office.

Main duties and responsibilities

Case handling

- To be responsible for providing comprehensive Employment and Public Law legal support to members and to manage own caseload, advising and representing RCN members

- To prepare and conduct cases before Employment Tribunals and the civil courts on behalf of RCN members. Where appropriate arranging representation by counsel and instructing experts
- To provide advice and representation to RCN members in Disclosure Scotland cases under the Protection of Vulnerable Groups Scheme.
- To advise, assist and represent members involved as properly interested parties at Fatal Accident Inquiries
- To advise and assist members and RCN in relation to Public Inquiries
- To assist the Heads of Legal with complaints handling, including managing the informal complaints resolution process for individual complainants and providing investigation reports for the formal process in accordance with the RCN complaints policy

Agency cases

- To refer cases of RCN members being investigated for work related criminal matters to private agent solicitors, and to manage those cases as necessary
- To refer cases of RCN members in respect of personal injury matters to private agent solicitors, and to manage those cases as necessary.

Management

- To assume line management responsibilities for a multi-disciplinary legal team comprising Legal Officers and administrative staff in the Edinburgh based Legal Team, including monthly 1 to 1 meetings and appraisals, considering and delivering development opportunities for staff in that team and managing HR issues that arise in consultation with the Head of Legal as appropriate
- Recruit, manage and develop the roles of the staff.
- In working with Legal Officers and support staff, you will set clear expectations around performance, demonstrate trust in your team members' skills and strengths, and delegate accordingly. You will demonstrate clear decision making in line with the Legal Department strategy and operational policies
- To supervise the caseloads of Legal Officers including monthly supervision meetings, and ensuring compliance with Legal Department supervision and case planning systems, including auditing
- To contribute to Senior Legal Officer and local team meetings, including arranging those meetings, chairing and setting the agenda if required
- To authorise expenses and invoices to a prescribed level

Training and development

- To contribute to the training of RCN activists, officers and members, including maintaining a relationship with the Scotland offices to inform training needs, on the relevant law

- Undertake legal staff development reviews and ensure their training and development needs are met

Strategic

- To assist the Heads of Legal and Scotland Senior Management Team with projects endorsed by the Legal Management team which may involve working collaboratively with other departments in the RCN as required
- To contribute to the management of the Department by assisting with the delivery of business objectives identified as priorities by the Legal Management Team. To contribute to the Legal Department operational plan, proactively developing systems and new ways of working.
- To ensure the delivery of quality and cost-effective legal services to RCN members, demonstrating the efficient use of resources, in accordance with the terms of RCN membership contract, professional standards and RCN and Departmental strategic objectives
- To update and develop yourself in accordance with the requirements of the Law Society of Scotland and of the RCN.
- Act with diplomacy and discretion to safeguard confidential and commercially sensitive information at all times.

Additional Responsibilities

- To work collaboratively with legal and other RCN colleagues in the delivery of the RCN Strategic Plan and Legal Operational Plan.
- To contribute to wider RCN projects and initiatives as required
- To 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:
Victoria Peal, Associate Director of Legal Services
September 2024