



## THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

### JOB DESCRIPTION FORM

<b>Job title:</b>	Senior RCN Officer
<b>Department:</b>	RCN Scotland
<b>Reports to:</b>	Associate Director of Nursing (Employment Relations)
<b>Key relationships:</b>	RCN Members RCN Scotland staff Key Stakeholders
<b>Hours:</b>	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)
<b>Grade:</b>	E
<b>Location:</b>	RCN Scotland HQ

### JOB PURPOSE

To provide a high standard of service and leadership to RCN members on professional and employment matters within the RCN Scotland region. This will include representation and supervision of others in the representation of RCN members both individually and collectively.

To lead on the provision of professional advice to boards, government, members and healthcare providers as required. The post-holder will work to the RCN Strategic Plan and the agreed local RCN Operational Plan.

### KEY RESPONSIBILITIES

#### 1. Management responsibilities

1.1 Provide management and leadership for other staff as appropriate.

- 1.2 Contribute as a team member to development and implementation of strategic and operational plans.
- 1.3 Supervision and development of line managed staff, including staff appraisals.
- 1.4 Participate in selection and recruitment of appropriate staff.
- 1.5 Involvement with the RCN members' complaints process as per the RCN procedure.
- 1.6 Promote a culture of individual and collective health & safety in the workplace.
- 1.7 Manage the case management process within team and RCN stewards within patch.
- 1.8 Manage the resources of the RCN effectively, cognisant of RCN policies and procedures.

## **2. Development Responsibilities**

- 2.1 Maintain a commitment to Personal and Professional Development including links to the RCN Professional Development Framework.
- 2.2 Promote a culture of lifelong learning, identifying every opportunity for CPD and learning and development, which if appropriate would include income generation for the RCN.

## **3. Financial responsibilities**

- 3.1 Contribute to the effective use of RCN resources.
- 3.2 To manage any agreed devolved budget efficiently within the RCN procedure.
- 3.3 Contribute to all internal and external audit process ensuring implementation of recommendations within span of control.

## **4. Specific role responsibilities**

- 4.1 Develop a high profile locally for the RCN, promulgating RCN policies and influencing with others the future direction of nursing.
- 4.2 Develop and deliver agreed quality accessible professional trades union services to RCN members.
- 4.3 Provide a local focus for RCN members accessing the services of the RCN.
- 4.4 Maintain the case management system within the team and RCN Stewards as per the RCN Procedure.
- 4.5 Represent (in the main complex cases) and supervise the representation both individually and collectively of RCN members in the workplace. This will include professional and employment matters including health and safety.

- 4.6 Work with employers and safety representatives to ensure that RCN members work within safe and appropriate working environments.
- 4.7 Represent the RCN at local, strategic, and national Partnership Forum as required, working with employers, other trades unions and a range of stakeholders.
- 4.8 Lead locally on the health and social care modernisation and service reconfiguration agenda on behalf of the RCN.
- 4.9 Lead locally on the workforce agenda to safeguard employment and reward RCN members appropriately.
- 4.10 Support the RCN local marketing policy in maximising the increase in membership through the recruitment and retention of RCN members from within the NHS/HSC and all other workplaces/employers.
- 4.11 Support the RCN local marketing strategy to ensure that the RCN capitalises on the market segments of Registered Nurse, Nursing Students and Health Care Assistants from all sectors.
- 4.12 Lead on the recruiting, supporting, developing and retaining RCN representatives and activists within patch.
- 4.13 Fully support the activist education programmes locally and be the focus for effective activist mentorship within patch.
- 4.14 Provide activist training and development opportunities.
- 4.15 Support and develop the activities of the RCN within local RCN Branch structures.
- 4.16 Work with other departments within region and country to promote the science and art of nursing in accordance with RCN policy.
- 4.17 Undertake media interviews locally as appropriate.
- 4.18 To ensure that the RCN Strategic and Operational objectives are achieved within the patch.
- 4.19 Strategic Lead within the patch influencing local decisions regarding, nursing health and social policy and service delivery.
- 4.20 Promulgate RCN best practice policies.
- 4.21 Gather intelligence and campaign on behalf of the RCN for the benefits of RCN members.
- 4.22 To undertake strategic work, projects, and activities within the region as appropriate.

## **5. Additional responsibilities**

- 5.1 Treat colleagues, members, customers, and others with respect in line with our values and Our Respect Charter.
- 5.2 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.

- 5.3 Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is always protected.
- 5.4 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.
- 5.5 Undertake any other duties as requested in line with the job role.

Job description updated by:

Norman Provan

Associate Director of Nursing (Employment Relations) RCN Scotland

August 2023