



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title: RCN Officer
Department: RCN England, Southwest Region
Reports to: Senior RCN Officer

Key relationships:

RCN Southwest colleagues
RCN Members in respective Patch
HR Managers in NHS/Independent sector
RCN Reps

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

Location: RCN Southwest Office (Exeter) with hybrid working

JOB PURPOSE

To work with a designated Senior RCN Officer and assist them in the provision of services for members, activists and branches within the Southwest Region. The work includes advice and representation on education, employment and professional practice matters for individuals and groups of members.

KEY RESPONSIBILITIES

1. Management responsibilities

- 1.1 Manage self by taking personal ownership of work and career development.
- 1.2 Oversee casework of specified RCN Stewards working remotely in their workplaces providing supervision and mentorship.

2. Development responsibilities

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

3. Financial responsibilities

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

4. Specific role responsibilities

- 4.1 Manage your own portfolio of member cases dealing with employment processes and issues and professional nursing advice, offering support, advice and representation as appropriate to member needs and RCN policy.
- 4.2 Support the Senior RCN Officer in representing the RCN locally and strategically as required, working with employers, other trade unions and a range of stakeholders.
- 4.3 Build relationships with member employers in order to negotiate effectively.
- 4.4 Assist the Senior RCN Officer in working with employers and safety representatives to promote a positive safety culture and ensure that RCN members work within safe and appropriate working environments.
- 4.5 Liaise with other professional organisations and trade unions on areas of mutual concern or interest.
- 4.6 Assist the Senior RCN Officer in facilitating membership Learning and Development programmes.
- 4.7 Assist the Senior RCN Officer in supporting the activist Learning and Development programmes locally and be the focus for effective activist mentorship within the area.
- 4.8 Assist the Senior RCN Officer in supporting RCN branches including recruitment and engagement activities.

5. Strategic Duties

- 5.1 Support the designated Senior RCN Officer in the achievement of RCN Strategic and Operational objectives within the area.
- 5.2 Gather intelligence and campaign on behalf of the RCN for the benefits of RCN members in line with the RCN position.
- 5.3 Support the development of services for members.

6. Promote

- 6.1 To maximise all opportunities available to encourage member recruitment and promote the benefits of joining the RCN.
- 6.2 Promote the RCN as the organisation that represents nurses and nursing, promotes excellence in practice and shapes health policies.

7. Control of HR and Health & Safety

- 7.1 Every employee will co-operate in maintaining safe and healthy working environments by complying with RCN Health and Safety Policy and subsidiary policies and procedures relevant to their work activities.

8. Equality and Diversity

- 8.1 To promote good equality practice and play a key role in ensuring equality of opportunity in the workplace.
- 8.2 Observe all the relevant law relating to equality of opportunities.
- 8.3 Encourage a working atmosphere where everyone is treated with dignity and respect.
- 8.4 The RCN is working towards equality of opportunity and staff are required to bear this in mind when carrying out their duties. It is also our policy to ensure that all staff are treated with respect, fairness and without discrimination at work.
- 8.5 All staff must comply with the Royal College of Nursing's No Smoking Policy.

9. Additional responsibilities

- 9.1 Post-holders will work collaboratively with other appropriate parts of the RCN to provide a seamless service for RCN Members.
- 9.2 Act with diplomacy and discretion to safeguard confidential and commercially sensitive information at all times.

- 9.3 Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 9.4 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.
- 9.5 Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.
- 9.6 Undertake any other duties as requested in line with the job role.