



JOB DESCRIPTION FORM

THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

Job Title:	Legal Officer
Tenure:	21 months FTC
Department:	Legal & Member Relations
Location:	Up to three locations available with hybrid working
Reports to:	Senior Legal Officer
Hours:	35 hours per week
Grade:	F
Salary Range:	£47,745 - £53,934

Job Purpose:

To provide legal advice and representation to RCN members in regulatory law proceedings.

Main duties and responsibilities

1. Specific role duties

- Represent RCN members in respect of regulatory proceedings arising out of the NHS and Independent healthcare sectors, including charges of alleged professional conduct brought by, and before the Nursing and Midwifery Council (“NMC”), and any appeals in the High Court
- Instruct advocates in respect of regulatory proceedings arising out of the NHS and Independent healthcare sectors, including charges of alleged professional misconduct brought by, and before the NMC.
- Provide advice and representation to RCN members in other Regulatory matters such as Disclosure and Barring Service (DBS) cases, including representations and appeals in barring cases and in challenging DBS enhanced disclosure entries (including Judicial Reviews)
- Manage caseloads and, in conjunction with lawyers and support staff within the department, work as part of the RCN HQ (London) regulatory law team and the wider Legal Department

- Refer cases of RCN members charged with criminal offences to private agent solicitors, and to manage those files as may be necessary
- Advise and support members, RCN Officers and RCN Stewards on all issues of regulatory law, together with other aspects of the law as it affects nurses and nursing, from time to time, in particular professional conduct matters, but also in relation to Criminal Injuries Compensation claims, criminal cases, Ill Health Retirement and NHS Injury Benefit Pensions, and health law matters generally
- 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
- Responsible for keeping up to date developing practices in accordance with the requirements of the Law Society or Bar Council or Institute of Legal Executives, and of the RCN
- Undertake all tasks reasonably requested of an individual exercising such a position within the organisation, including the delivery of training sessions within the wider RCN or to external nursing organisations on aspects of regulatory law
- Contribute to the training of RCN activists, RCN Officers and members, including maintaining a relationship with regional offices to inform training needs, on the relevant law
- Undertake occasional travel to meet members or to take part in training and development

2. Promote

- 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, promotes excellence in practice and shapes health policies.

3. Control of HR and Health & Safety

- 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

4. Equality and Diversity

- Promote good equality practice and play a key role in ensuring equality of opportunity in the workplace
- Observe all the relevant law relating to equality of opportunities
- Encourage a working atmosphere where everyone is treated with dignity and respect.
- 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

5. Any Other Duties

- Post-holders will work collaboratively with other appropriate parts of the RCN to provide a seamless service for RCN Members
- Act with diplomacy and discretion to safeguard confidential and commercially sensitive information at all times
- Undertake additional duties as requested by the Line Manager