



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title: Head of Health, Safety and Wellbeing

Department: Employment Relations (ERD)

Reports to: Brian Morton, Associate Director

Key relationships:

Employment Relations Leadership Team
Legal and Member Relations Directorate
Policy and Communications Directorate
Nursing Directorate
Four Country Leads
Chair of the UK Health and Safety Representatives Committee
RCN Trade Union Committee
Union Health and Safety Specialists
Safer Health and Biosafety Network
European Occupational Safety and Health Specialists

Hours: 17.5 hours per week (job share 35 hours pw)
(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: D

London Weighting: As applicable

Location: London UK HQ

JOB PURPOSE

As a key specialist member of the Employment Relations Department, the post holder (job share) is the UK employment relations policy Lead for occupational health, safety, and wellbeing issues with respect to the physical and psychological working environments of nurses and nursing staff, wherever they work. Deputising where required for the Associate Director of the Employment Relations Department (ERD), the post holder will also line manage a team of specialist

National Officer(s). The postholder (job share) will develop the RCN's strategy and policy in respect to the Health, Safety and Wellbeing of members and will work collaboratively and in partnership across the organisation to influence and campaign for improved nursing terms and conditions.

KEY RESPONSIBILITIES

1. Management responsibilities

- 1.1 To lead, manage and develop a team of specialist National Officer(s), qualified in occupational health and safety.
- 1.2 To deputise for the Associate Director of Employment Relations as required.
- 1.3 Develop clear, time bound and achievable development plans for team and direct reports.
- 1.4 Conduct effective and supportive continuing conversations with all direct reports.
- 1.5 To manage the development of strategy and policy in relation to the occupational health, safety, and wellbeing of RCN members.
- 1.6 Manage campaign and project performance and develop methods to assess strengths as well as identify areas for improvement and learning.

2. Projects

- 2.1 To lead the development and delivery of organisational health and safety campaigns and projects and ensure goals are met, including member involvement, stakeholder engagement, safety, quality, and project performance.
- 2.2 Project managing internal RCN groups and ensuring membership involvement in the development of strategy and workplans.

3. Financial responsibilities

- 3.1 To manage (if/when allocated) a devolved budget for the Health, Safety and Wellbeing Team, to ensure compliance with the RCN's standing orders.

4. Specific role responsibilities

- 4.1 Play a pivotal role as member of the ERD Management and Leadership Team.

- 4.2 Develop operational plans to implement strategies and positions which support the RCN's strategic plan, ensuring responsibility for meeting relevant objectives.
- 4.3 Take the lead for specific programmes of work in the Employment Relations Departmental plan.
- 4.4 To monitor, consider, and action intelligence received from internal and external environments, particularly in relation to new and emerging concerns, working in partnership with internal and external stakeholders to proactively develop and implement structured and comprehensive strategy and response.
- 4.5 Work in partnership with the Legal and Member Relations Directorate leadership and senior management teams to ensure staff are aware of any national, regional, country, and corporate developments affecting the occupational health, safety, and wellbeing of members.
- 4.6 Advise Regional and Country staff on occupational health, safety and wellbeing issues and produce guidance and/or training where required.
- 4.7 To provide support, training, and guidance on health and safety legislation to professional leads and senior officers across the UK
- 4.8 To collaborate with other staff across the RCN through matrix and network working, maximising on the available expertise.
- 4.9 Negotiate with key internal and external stakeholders in developing strategies and positions as appropriate, on the implementation of the strategies and dissemination of positions.
- 4.10 Lead negotiations with relevant national bodies (including but not limited to) the Health and Safety Executive Great Britain, The Health and Safety Executive Northern Ireland, NHS Staff Council's Health Safety and Wellbeing group, the Department of Health and Social Care and employer representatives or organisations) in relation to working environment issues and participate in relevant consultations and social partnership bodies.
- 4.11 Represent the RCN on relevant national/European consultations and/or negotiations.
- 4.12 To influence UK government and EU policy through negotiation and lobbying activity, proactive campaigning, and responses to consultation documents.
- 4.13 Analyse risks to delivery, ensuring transparency of risks and issues as well as timely escalation and mitigation for decisions.

- 4.14 Identify research needs, develop research proposals, and manage relevant projects so that strategy, policy, input into negotiations and guidance provided for staff and members reflect the latest evidence, disseminating the results of research to appropriate groups.
- 4.15 Maintain and build a specialist body of knowledge to facilitate excellence in addressing working environment issues in support of colleagues working across the wider organisation.
- 4.16 Keep abreast of developments, issues and campaigns related to occupational health and safety and the working conditions of nursing staff, wherever they work.
- 4.17 Staff lead (job share) for the UK Health and Safety Representatives Committee.
- 4.18 Support the recruitment and development of the RCN Health and Safety Representatives strategy and ensure that the national elected member committees are informed of current national health and safety issues.
- 4.19 Amplify the voice of nursing to campaign for better working conditions through delivery and attendance at internal and external conferences and events.
- 4.20 Contribute to and comply with governance and quality assurance processes.

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 protected at all times.
- 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:
Brian Morton, Associate Director Employment Relations, Leona
6 November 2024