



## **JOB DESCRIPTION FORM**

### **THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM**

<b>Job Title:</b>	Paralegal
<b>Department:</b>	Legal Services
<b>Location:</b>	Flexible
<b>Responsible to:</b>	Head of Legal (Regulatory Policy)
<b>Accountable to:</b>	Senior Legal Officer
<b>Hours:</b>	35 hours per week (the post holder will be required to work flexibly and in accordance with the job)
<b>Grade:</b>	G
<b>Salary Range:</b>	£36,705 per annum

#### **Job Purpose:**

To provide legal advice and representation to the RCN and members at the UK Covid-19 Inquiry, Scottish Covid-19 Inquiry, Muckamore Abbey Hospital Inquiry, and other Inquiries.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **1. Specific role duties**

- Support with the representation of RCN members in respect of the UK Covid-19 Inquiry, Scottish Covid-19 Inquiry and Muckamore Abbey Hospital Inquiry and other Inquiries, including (but not limited to) the following:
  - Reviewing and organising data relevant to Inquiries and presenting in a preferred format
  - Undertaking extensive document review
  - Collating and cataloguing evidence pertaining to Public Inquiries
  - Taking, drafting and proofreading witness statements
  - Compiling attendance notes
  - Taking notes in conference and at hearings

- Administrative tasks including but not limited to; filing, photocopying, post distribution and delivery of important documents to court and/or chambers
- Drafting letters to members and others
- Preparing bundles of documents for hearings
- Undertaking legal research
- Attending on members and witnesses at all stages of the proceedings
- Arranging meetings and telephone work
- Filing documents with relevant tribunals or authorities
- Attending hearings and supporting barristers and solicitors representing the member
- Work as part of the Legal Team, providing support when necessary to other teams across the Legal Department
- Assist the Senior Legal Officer and Legal Officers with presentations, updating RCN staff and members on the law relevant to their practice, including researching the relevant law, and preparing appropriate briefing materials/slides for presentations
- Develop supportive and productive working relationships with members of the Legal Department, the RCN Regional Teams, and other relevant RCN staff
- Plan and deliver all work in accordance with the deadlines imposed, seeking assistance when needed
- Ensure the delivery of quality and cost-effective services to RCN members in accordance with the terms of RCN Membership criteria, professional standards and RCN and Directorate strategic objectives
- Assist with the smooth running of the legal office to include administrative tasks where required within the legal admin team. This will include (but will not be limited to) answering the telephone and providing information to member's, opening and sorting post and filing
- Assist members of staff across the Department with delegated tasks, including supporting the work of the wider Directorate and the Legal Management Team

## **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**

- Ensure that health and safety is adhered to within the department

## **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
- To undertake additional duties as requested by the Line Manager