



- 1 Observes the RCN Code of Conduct
- 2 Communicates effectively with RCN members, RCN staff, branches, employers and other RCN stakeholders on a range of issues, across a range of different contexts
- 3 Develops personally and professionally using a variety of approaches
- 4 Contributes to the ongoing development/support of RCN members in their workplace
- 5 Maintains high quality in all areas of work and practice
- 6 Acts in ways that promote equality and diversity
- 7 Assists in marketing activities on behalf of the RCN
- 8 Represents, promotes, and supports the policies and policy-making processes of the RCN
- 9 Supports and promotes campaigns which are appropriate to central and local needs, circumstances and resources and are in line with agreed priorities
- 10 Contributes to member recruitment and retention policies and practices
- 11 Working in partnership with branches, plans, implements and coordinates local structures and processes to enable local member participation and involvement
- 12 Where appropriate, consults/works in partnership with employers about carrying out any activities in relation to RCN members
- 13 Negotiates with employer for reasonable paid time off from employment to carry out trade union duties*

*13. Time off provisions for trade union officials were brought together in sections 168-170 of the Trade Union and Labour Relations (Consolidation) ACT 1992. Section 43 of the Employment Act 2002 added a new right for **union learning representatives** to take paid time off during working hours to undertake their duties and to undertake relevant training (Reference: Advisory, Conciliation and Arbitration Service (ACAS) 2003

Specifically an employer has to permit a **safety representative** to take such time off with pay 'as shall be necessary' to 'perform their functions and undergo such training as would be reasonable' (Reference: Labour Relations Department (2003): *Time off for trade union duties and activities – a guide for workplace and learning representatives* p.30).

*Officials are entitled to paid time off where the duties are concerned with:

- Negotiations with the employer about matters which fall within section 178(2) of the Trade Union and Labour Relations (Consolidation) Act 1992 (TULR(C)A and for which the union is recognised for the purposes of collective bargaining by the employer; or
- Any other functions on behalf of employees of the employer which are related to matters falling within section 178(2) TULR(C)A and which the employer has agreed the union may perform
- In Northern Ireland the provisions relating to time off for study or training are the same but are contained in; Labour Relations Agency (2004) Code of Practice; Time Off for Trade Union Duties and Activities (Including Guidance on Time Off for Union Learning Representatives. Labour Relations Agency

Note: These role outlines will be reviewed on an annual basis taking into account revisions to legislation where appropriate.



Accountable to:

- RCN Council
- RCN boards
- RCN branches

The RCN represents
nurses and nursing,
promotes excellence
in practice and
shapes health
policies

Cooperates and is supported by:

- Other RCN representatives
- Regional/country office staff
- Regional/country staff involved in delivery of learning and development for representatives
- Employment Relations Department

Key relationships:

Internal

- Local RCN members
- Regional/country lead reps on UK Representatives Committee
- Four country leads for 'Future Activist'
- Other trade union representatives
- RCN staff
- RCN branches, boards

External

- Advisory, Conciliation and Arbitration Service (ACAS)
- Nursing and Midwifery Council (NMC)
- Health and Safety Executive
- Local managers and employers (including local training/education leads, HR advisors, clinical governance leads, risk managers and occupational health departments)
- unionlearn
- Learndirect
- Other education providers