



## THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

### JOB DESCRIPTION FORM

**Job Title:** Professional Lead for Accreditation

**Department:** RCN Institute of Excellence

**Reports to:** Head of Education

**Key relationships:**

Chief Nurse

Deputy Chief Nurses

Principal of Institute of Excellence

Head of Institute Operational Delivery

Business Unit and Accreditation team

Country Directors, Associate Directors and Regional Directors

Employment Relations, Policy, Communication and Finance leads

Associate Directors of the Institute of Nursing Excellence

Chair of the Academy and Academy team

Members of Business and Programme Delivery

Membership Governance groups chairs and RCN members

UK stakeholder leads across Health and Social Care

UK Forums, Fellows, Committees and Networks

**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:** E

**London Weighting:** As applicable

**Location:** RCN HQ London with hybrid working

**Job Purpose:**

The post holder will provide expert guidance to the growth and development of the RCN accreditation offer to enhance the RCN Institute delivery. This post

leads and manages a portfolio of work whose purpose is to shape and support excellence in UK and International nursing education by driving up standards of care, through the accreditation of a diverse range of education and resource offers.

The post holder will support the development, delivery and evaluation of the RCN's Strategy and operational plan ensuring the Royal College of Nursing in continues to build and strengthen its leadership position as the Voice of Nursing.

The post holder will provide nursing and nurse education professional accreditation expertise to support the development, implementation and evaluation of the RCN Accreditation service. The role will work with colleagues and stakeholders to explore and realise opportunities and lead quality assurance of the accreditation consultation provision.

## **Key responsibilities**

### **1. Management**

- To act as the key point of contact for all nursing accreditation enquiries.
- To regularly update the Head of Education, raising any concerns as appropriate regarding the delivery of the accreditation offer.
- To construct and compile briefings, papers and reports on the status of the delivery as required working closely with the accreditation and Institute operational teams.
- To provide expert nursing knowledge to the project lead and education team.
- To produce appropriate management information to the Deputy Chief Nurse and Head of Institute Operational Delivery in respect of the business management of the Education Accreditation service to ensure that service is income generating.
- To manage the relationship with the Finance Department, Business Unit, Operations Managers, Business Director and Academy Associate Directors to support and grow the service.
- To ensure the project delivers the relevant goals in the RCN's strategic plan.
- To ensure the aims, goals and objectives of the Education Accreditation service are accomplished in accordance with identified priorities, time limitations, funding and with appropriate accountability mechanisms.
- To apply the principles of the RCN's project management framework to ensure consistency, accountability and achievement of milestones in the project.
- To ensure that applications comply with the NMC Professional Code and other professional codes of practice.
- To undertake line management responsibilities and adhere to HR policies.
- Ensure health and safety requirements and data protection policies are adhered to.

## 2. Specific role responsibilities

- To work with appropriate key stakeholders to facilitate an understanding of the accreditation growth ensuring regulation requirements are achieved and RCN finance policies are followed.
- Review the accreditation quality assurance policies and ensure all consultants are current, assured and evaluated.
- To develop and implement a communications strategy to ensure understanding of the accreditation service.
- To work closely with colleagues to promote the work of the RCN and the RCN Institute of Excellence.
- Act with diplomacy and discretion to safeguard confidentiality and commercially sensitive information complying with policy and data protection.
- To ensure quality assurance mechanisms are implemented in the processes used across the project.
- To support the accreditation team to administer the Higher Education Accreditation and other RCN accreditation service requirements across the UK and Internationally.
- To be the key point of contact for clients, members and non-members seeking information around the accreditation offer and services.
- To be the key nurse education point of contact for internal/external stakeholders in dealing with the enquiries, liaising with staff in the RCN across the UK.
- To use data to support the monitoring of applications for and to run queries and gather information as required.

## 3. Additional responsibilities

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

Job description updated by:

Nichola Ashby, Deputy Chief Nurse and Gill Coverdale, Head of Education

March 2024