



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title: Head of Nursing Education

Department: RCN Institute of Excellence

Reports to: UK Deputy Chief Nurse

Key relationships:

Chief Nurse

Deputy Chief Nurse

Principal of Institute of Excellence

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: 28 hours
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: RCN HQ London with hybrid working

JOB PURPOSE

The post holder will provide operational leadership and management to the staff and activities of the Institute's educational delivery. This post leads and manages a portfolio of work whose purpose is to shape and support excellence in UK and International nurse education by driving up standards of care, through the leadership and oversight of a diverse range of education and

resource development. The post holder, as a senior leader 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.

Reporting to the Associate Director of Education, this senior management post will lead the delivery of the Institute's Nursing Education operational plan with overall responsibility for the day-to-day operational activity, function, finances and staffing aligned to the role.

KEY RESPONSIBILITIES

1. Management responsibilities

- 1.1 Manage and maintain effective recruitment, line management, performance management and professional development for your team in line with RCN's policies, procedures and practices.
- 1.2 Act as programme lead for agreed areas of activity relevant to nursing education, promoting and embedding key nursing education and learning initiatives.
- 1.3 Develop and maintain effective relationships with key stakeholders across the UK promoting the RCN as the Professional Royal College.
- 1.4 Ensure visibility as a senior nurse leader, always acting as a professional role model, representing the RCN internally and externally.
- 1.5 Manage teams as assigned, providing clear leadership, communicating agreed organisational objectives and priorities, agreeing on objectives, facilitating individual and team development and managing ongoing organisational development.
- 1.6 Ensure that health and safety policies are adhered to, ensuring safe working practices/environments.
- 1.7 Work autonomously with the other Heads of the Academies, as well as colleagues across the UK nations, and international stakeholders and members supporting collaboration and matrix working and thereby supporting that academies, education, research and ethics priorities lead nursing at national, international, regional and local levels.

2. Projects

- 2.1 Ensure key performance objectives are developed and accomplished in accordance with the RCN Strategic Plan, Council Priorities, agreed funding, and accountability and governance mechanisms.
- 2.2 Identify and develop business opportunities and prepare business cases and bids, both internally and externally, for new work that will deliver on the RCN's strategic and operational priorities.
- 2.3 Manage and be responsible for the effective implementation and evaluation of the systems and processes underpinning activities related to nurse education.
- 2.4 Lead the RCN's nursing contribution to a diverse nursing and learning portfolio.

3. Financial responsibilities

- 3.1 Support the Associate Director of Education in reporting on management accounts, statistical information, member and customer service feedback, monitoring and evaluation of professional activity, and development and promotion of the Institute and Education offer.
- 3.2 Set and manage realistic budgets and/or create opportunities for income generation and put in place effective monitoring of all financial activity in accordance with RCN standing orders.
- 3.3 Develop and maintain effective workload planning and organisation process to support the most effective deployment of resources. Be responsible for the management of assigned budgets, communicating and working within the RCN's financial, budgetary and business planning procedures.

4. Specific role responsibilities

- 4.1 Work with the UK Chief Nurse and other Heads of the Academies to promote integrated working with forums, fellows, committees, branches and networks.
- 4.2 Manage and contribute to ensuring appropriate member, public and patient involvement in standard setting and quality assurance.
- 4.3 Actively support the recruitment and retention of members.
- 4.4 Monitor and investigate complaints from members, ensuring swift resolution in line with the RCN complaints policy. Translate any learning arising from the investigation into service change and development where appropriate.

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, promotes excellence in practice and shapes international education and health policies.
- 5.5 Undertake any other duties as requested in line with the job role.

Job description updated by:
Nichola Ashby, UK Deputy Chief Nurse
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