

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

**JOB DESCRIPTION FORM**

**Job Title:** Senior Policy Adviser

**Department:** Policy and Public Affairs (UK and International)

**Reports to:** Policy Manager (UK)

**Key relationships:**

Research team  
International policy team  
Public Affairs team  
Communications department  
Employment relations department

**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:** F

**London Weighting:** As applicable

**Location:** RCN UK HQ with hybrid working (some travel may be required)

**JOB PURPOSE**

The Senior Policy Adviser is responsible for ensuring quality, evidence-based and internationally informed UK and England-focused policy analysis on employment rights issues and the development of content to enable the RCN to contribute to positive policy change on behalf of nurses and nursing. This includes developing clear recommendations for a wide range of accountable individuals and organisations. The post holder will work closely with elected members of the Trade Union Committee, and with colleagues in the Employment Relations department. Early priorities for policy development will include employment law devolution; statutory sick pay improvements; fair work agency implementation; equal pay enforcement; public sector procurement reforms; E-balloting and statutory balloting.

## KEY RESPONSIBILITIES

### 1. Specific role responsibilities

- 1.1. Contributing to a programme model of matrix working, to develop and deliver a programme of work that generates a number of relevant iterative outputs and outcomes to secure policy change
- 1.2. Ensure that projects are delivered in a collaborative, timely and cost-effective way to a high standard of quality, using project management skills
- 1.3. Undertake horizon scanning and analysis of UK and international policy frameworks relevant to nursing policy and practice, and recommend activity to contribute to RCN policy influencing on priority issues
- 1.4. Work in close collaboration with policy colleagues from UK countries and with wider RCN functions to scope, plan, deliver work and new projects to contribute to policy change, aligned with defined priorities
- 1.5. Support the organisation to further understand nursing policy and practice priority issues and make the case for change through collaboration with the Evidence function to agree approaches to identifying, reviewing and analysing existing data and evidence, and generating new data to fill gaps
- 1.6. Actively engage RCN members and internal stakeholders from across the UK in the development of RCN policy positions
- 1.7. Develop professional relationships with peers within relevant external stakeholders to influence change on behalf of RCN members. To work with internal and external stakeholders to identify opportunities for collaborative working.
- 1.8. Scope, plan and deliver projects to deliver RCN mandates using project management methods and tools, including contributing to delivery and exception reporting
- 1.9. Deliver agreed projects within a programme model of matrix working to agreed quality standards and timelines, escalating risks and issues and suggesting mitigating actions
- 1.10. Produce a range of intelligence updates, briefings, reports and consultation responses for internal and external audiences on priority nursing issues
- 1.11. Work in partnership with Communications and Public Affairs and other functions to develop information and messaging accessible to a wide range of audiences, including public and political
- 1.12. Proactively shape improvements to business processes and infrastructure
- 1.13. Scope and monitor project budgets and escalate risk as appropriate
- 1.14. Work at the level of responsibility and complexity commensurate with the role, and to escalate any issues or risks to work through appropriate line management and reporting channels
- 1.15. Undertake all other reasonable work as required
- 1.16. Demonstrate compliance with the RCN Core Behavioural Competencies

### 2. Additional responsibilities

- 2.1. Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 2.2. 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.

- 2.3. Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.
- 2.4. 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.
- 2.5. Undertake any other duties as requested in line with the job role.

Job description updated by:

Charli Hadden, Policy Manager (UK)  
March 2025