



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title: UK Nursing Information Officer

Department: Practice Academy, Institute of Nursing Excellence

Reports to: Head of Nursing Practice

Key relationships:

RCN members, Relevant committees, RCN Institute Academies, UK departments and colleagues, UK and country bodies, other professional bodies and third sector organisations.

Hours: 35 hours per week (1 WTE)
(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 (£66,909 - £75,492 per annum)

London Weighting: £5,094

Location: RCN London HQ

JOB PURPOSE

The role of the UK Nursing Information Officer is to support the RCN Institute of Excellence in the delivery of the following:

- To work collaboratively with stakeholders and forums to develop the future vision and strategy for the RCN relating to informatics, digital health and digital nursing, including priorities for action, standards and professional guidance for nursing.
- To support the development of the RCN as the voice of nursing. Using nursing expertise to identify opportunities and lead activities with RCN members and staff to develop solutions/strategies for contemporary nursing to address health and social care issues and/or concerns.
- To influence nursing practice and harness the voice of nursing by supporting nurses and the wider membership, developing and utilising effective

professional relationships between the RCN and relevant national-level stakeholders such as statutory agencies, professional bodies, providers and commissioners, independent and third sector organisations and public /patient groups.

- To drive the success of the RCN as a business and to disseminate strategic College work at internal and external local and national events, including national media opportunities.

KEY RESPONSIBILITIES

1. Management responsibilities

- 1.1 Demonstrate clear decision-making, leading projects and programmes of work for the Practice Academy and the broader organisation in a transparent, cost-effective and organised way, ensuring appropriate stakeholder representation and engagement
- 1.2 Work with the Institute's leadership team to ensure objectives for this portfolio are identified, informed by and aligned with the Institute's annual planning cycle, and delivered within agreed-upon timelines.
- 1.3 Ensure that health and safety requirements and data protection legislation are adhered to
- 1.4 Undertake any line management responsibilities in accordance with good practice and adherence to HR policy requirements

2. Projects

- 2.1 Identify opportunities to develop the RCN as a business, working with others to lead the creation of business cases and/or project proposals to attract additional resources from internal and external bodies, considering any cost implications, benefits and risks
- 2.2 Build the reputation of the RCN by developing and actively managing relevant forums, supporting them to deliver outcomes to meet RCN objectives, and building effective and sustainable relationships with external stakeholders, including people with lived experience
- 2.3 Provide contemporary, relevant, and up-to-date practice, policy and educational expertise surrounding digital health nursing and informatics.
- 2.4 Be accountable for expert digital health and informatics advice in response to routine enquiries/requests whilst providing expert advice for all RCN digital health and informatics content.

- 2.5 To work collaboratively, lead and deliver specific professional digital health and informatics nursing projects, and deliver the RCN programme of professional activity on digital health and informatics.

3. Financial responsibilities

- 3.1 Lead the development and management of budgets for planned work in accordance with RCN Financial Policies and Standing Orders and Nursing Department process standards.
- 3.2 Ensure that business and representation activities are identified and planned to enable the most effective use of resources.

4. Specific role responsibilities

- 4.1 Be agile and responsive in creating or identifying opportunities for RCN members and its staff to work with stakeholders in developing solutions to address contemporary nursing and health and social care issues or concerns
- 4.2 Use appropriate project management and leadership strategies to deliver & disseminate quality assured services and products for a range of customers and stakeholders. This may include the development of UK and country-specific best practice standards, clinical guidelines, policy guidance, quality measures, professional learning and development offers, knowledge summaries, practice development tools, position papers and online briefings
- 4.3 When working with members, operate within the corporate and governance policies of the RCN to ensure a high level of commitment to organisational values, policy and practice
- 4.4 Work proactively with the RCN Policy and Public Affairs and Communications teams to lead and contribute to consultations and the communication and promotion of agreed RCN positions and other activities through appropriate channels such as the media, professional journals, web-based media, conferences and other events
- 4.5 Provide expertise and advice on digital health and informatics and relevant health and social care issues, as required to respond to enquiries in the nursing department.
- 4.6 Lead and support the development of UK-wide nursing practice and policy by developing and utilising effective professional relationships between the RCN and relevant external networks and stakeholders such as patient/public groups, statutory agencies, professional bodies, providers and commissioners, independent and third sector organisations

- 4.7 Demonstrate a commitment to personal and professional development by keeping up to date with existing and emerging evidence, changes in health and social care policy and current best practice, maintaining NMC revalidation
- 4.8 Actively participate as a member of the department, including supporting other departmental projects, away days, regular team meetings and other developmental activities.

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

Job description updated by:
Dr Stephen Jones, Head of Nursing Practice
24/03/2025