



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title: RCN Officer

Department: England, RCN North West Region

Reports to: Senior RCN Officer

Key relationships:

RCN regional colleagues
RCN Members in respective Patch
HR Managers/colleagues in NHS/Independent sector/trade unions
RCN Reps

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

Location: RCN Bolton Office with hybrid working

JOB PURPOSE

To work with a designated Senior RCN Officer and assist them in the provision of services for members, RCN Representatives and branches within the RCN North West region. This will include advice and representation on employment and professional practice matters for individuals and groups of members.

KEY RESPONSIBILITIES

1. Management responsibilities

- Manage self by taking personal ownership of assigned work, casework and other duties, and career development.
- Oversee casework of specified RCN Stewards working remotely in their workplaces.

2. Development responsibilities

- Maintain and enhance an up-to-date knowledge on employment legislation, nursing and healthcare issues.
- Ensure a commitment to Personal and Professional Development including links to the RCN Professional Development Framework.
- Improve individual performance in line with the annual appraisal, operational and strategic objectives.

3. Financial responsibilities

- Contribute to all internal and external audit processes ensuring implementation of recommendations within sphere of control.
- Contribute to the effective use of RCN resources.

4. Specific role duties

- Manage your own portfolio of member cases dealing with employment processes and issues and professional nursing advice. Offer support, advice and representation as appropriate to member needs and RCN policy.
- Support the Senior RCN Officer in representing the RCN locally and strategically as required, working with employers, other trade unions and a range of stakeholders.
- Build relationships with member employers in order to negotiate effectively.
- Assist the Senior RCN Officer in working with employers and safety representatives to promote a positive safety culture and ensure that RCN members work within safe and appropriate working environments.
- Liaise with other professional organisations and trade unions on areas of mutual concern or interest.
- Assist the Senior RCN Officer in supporting the RCN Representatives Learning and Development programmes locally and be the focus for effective RCN Representative support within the patch area.

5. Strategic duties

- Support the designated Senior RCN Officer in the achievement of RCN Strategic and Operational objectives within the area.
- Gather intelligence and campaign on behalf of the RCN for the benefits of RCN members in line with the RCN position.
- Support the development and delivery of services for members.

6. Promote

- 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 health policies.

7. Control of HR and Health & Safety

- Every employee will co-operate in maintaining safe and healthy working environments by complying with RCN Health and Safety Policy and subsidiary policies and procedures relevant to their work activities.

8. Additional responsibilities

- Work collaboratively with other appropriate parts of the RCN to provide a seamless service for RCN Members.
- Act with diplomacy and discretion to always safeguard confidential and commercially sensitive information.
- Champion equity, 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.
- Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 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
- Support member ballot and industrial action activities when required.
- Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is always protected.
- Undertake any other duties as requested in line with the job role.

Job description updated by:
Simon Browes, Regional Director
May 2025