



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

### **JOB DESCRIPTION FORM**

**Job Title:** Head of Nursing Workforce Research

**Department:** Workforce Academy, RCN Institute of Excellence

**Reports to:** Associate Director of Workforce Academy

**Key relationships:**

Chief Nurse  
Deputy Chief Nurse  
Director 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  
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  
**Academic networks and collaborators**

**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:** D

**London Weighting:** As applicable

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

### **JOB PURPOSE**

The post holder will provide leadership and management to the staff and activities of the Workforce Academy's programme of research. This post will design and lead a portfolio of research aiming to demonstrate the value of nurse staffing to achieving nursing excellence and identify means of ensuring care is a

safe and positive experience for both staff and patients. The post holder, as a senior leader, will also contribute to the development, delivery and evaluation of the RCN's Strategy and operational plan ensuring the Royal College of Nursing continues to build and strengthen its leadership position as the Voice of Nursing. Reporting to the Associate Director of Workforce, the post holder will provide overall responsibility for the day-to-day research related activity, function, finances and staffing aligned to the role.

## KEY RESPONSIBILITIES

<b>1. Management responsibilities</b>
1.1 Lead for all research activity in the Workforce Academy, situated in the Institute of Nursing Excellence.
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. Develop and maintain effective relationships with key stakeholders in practice, policy and academia promoting the RCN as the Professional Royal College.
1.3. Ensure visibility, always acting as a professional role model, representing the RCN internally and externally.
1.4. Manage teams as assigned, providing clear leadership, communicating agreed objectives and priorities, facilitating individual and team development.
1.5. Ensure that health and safety policies are adhered to, ensuring safe working practices/environments.
<b>2. Projects</b>
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, develop and prepare business cases and bids, both internally and externally, for new work that will deliver on the RCN's strategic and operational priorities related to workforce research. This includes following work through to completion and reporting on progress.
<b>3. Financial responsibilities</b>
3.1. Support the Associate Director of Workforce and Director of the Institute of Nursing Excellence reporting on management accounts, statistical information, member and customer service feedback, monitoring and evaluation of professional activity, and development and promotion of research.
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.
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<b>4. Specific role responsibilities</b>
4.1 Design, lead and see through to completion, a portfolio of research in line with the Workforce Academy's aims to demonstrate the value of nurse staffing in achieving nursing excellence.
4.2 Ensure RCN Research Governance processes are followed to ensure research conducted and commissioned by the RCN meets internal quality assurance standards and demonstrates value for money.
4.3 Be agile and responsive in creating or identifying research opportunities for the Workforce Academy.
4.4 Use appropriate project management and research leadership to deliver & disseminate quality assured outputs for a range of stakeholders. This may include the development of evidence briefs and reviews, UK and Country specific best practice standards, policy guidance, quality measures, professional learning and development offers, position statements and on-line briefings
4.5 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 activity through appropriate channels such as the media, academic and professional journals, web-based media, conferences and other events.
4.6 Develop effective professional relationships between the RCN and relevant external networks and stakeholders such as academic partners, public /patient groups, statutory agencies, professional bodies, providers and commissioners, independent and third sector organisations.

<b>5. Additional responsibilities</b>
5.1. Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
5.2. 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.
5.3. 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.
5.4. Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.
5.5. 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 health policies.
5.6. Undertake any other duties and workforce research as required / requested in line with the job role.

Job description updated by:  
Dr Kate Kirk  
April 2025