



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

### **JOB DESCRIPTION FORM**

**Job Title:** Professional Lead for Nursing Workforce Research

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

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

**Key relationships:**

Chief Nursing Officer  
Deputy Chief Nursing Officer  
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:** E

**London Weighting:** As applicable

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

### **JOB PURPOSE**

The role of the Professional Lead for Workforce Research is to support the activities of the Workforce Academy's programme of research. This post will contribute to 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. Reporting to the

Associate Director of Workforce, the post holder will provide a critical role in the day-to-day research related activity and function aligned to the role.

## **KEY RESPONSIBILITIES**

### **1. Management responsibilities**

- 1.1 Demonstrate clear decision making, leading projects and programmes of work for Workforce Academy and the wider organisation in a transparent, cost effective and organised way ensuring appropriate stakeholder representation and engagement.
- 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 Undertake line management responsibilities in accordance with good practice and adherence to HR policy requirements.
- 1.4 Ensure that health and safety requirements and data protection legislation are adhered to.

### **2. Projects**

- 2.1 Contribute to 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.
- 2.2 Actively participate as a member of the department, including supporting other departmental projects, away days, regular team meetings and other developmental activity.

### **3. Financial responsibilities**

- 3.1 Ensure that business and representation activities are identified and planned to enable the most effective use of resources.

### **4. Specific role responsibilities**

- 4.1 Contribute to 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 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.
- 4.6 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.
- 4.7 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.

## **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 Act with diplomacy and discretion to always safeguard confidential and commercially sensitive information.

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  
Associate Director of Workforce  
April 2025