



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

### **JOB DESCRIPTION FORM**

**Job Title:** Head of Nursing Leadership  
**Department:** RCN Institute of Nursing Excellence  
**Reports to:** Associate Director: Nursing Leadership

**Key relationships:**

Associate Directors for the Institute of Nursing Excellence  
Chief Nursing Officer  
Deputy Chief Nursing Officer  
Director of the Institute of Nursing Excellence  
Heads of Nursing  
Professional Leads for Nursing  
Leadership and Management Forum committee  
Country Directors, Associate Directors and Regional Directors  
Employment Relations, Policy, Communication and Finance leads  
Members of Business and Programme Management Office  
Membership Governance groups chairs and RCN members  
UK stakeholder leads across Health and Social Care  
RCN UK Forums, Fellows, Committees and Networks

**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 operational leadership and management to the staff and activities of the Academy of Nursing Leadership. This post leads and manages a portfolio of work whose purpose is to shape and support

excellence in UK and International professional nursing leadership by driving up standards of care, through the leadership and oversight of a diverse range of leadership areas. The post holder, as a senior leader, will support 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 the Nursing Leadership Academy, this senior management post will lead the delivery of the Academy's operational plan with overall responsibility for the day-to-day operational activity, function, finances and staffing aligned to the role.

## **KEY RESPONSIBILITIES**

### **1. Specific role responsibilities**

- To lead the development, delivery and ongoing evaluation of the RCN Leadership programmes, ensuring the programmes are of high quality, accessible and financially viable.
- Work with the RCN Chief Nursing Officer and other Associate Directors and Heads of the Academies to promote integrated working with forums, branches and networks.
- Develop and maintain effective relationships with key stakeholders across the UK promoting the RCN as the Professional Royal College.
- Ensure visibility as a senior nurse leader, always acting as a professional role model, representing the RCN internally and externally.
- Manage and contribute to ensuring appropriate member, public and patient involvement in standard setting and quality assurance.
- Actively support the recruitment and retention of members.
- Work autonomously with the other Heads of Nursing across the Academies, as well as colleagues across the UK nations, and internationally to realise the vision of the Institute of Nursing Excellence

### **2. Management responsibilities**

- Manage the project team for the Nursing Leadership Academy, providing clear leadership, setting and communicating team and individual performance standards, and objectives which align to RCN strategic and operational objectives; ensuring that team members deliver against their standards and objectives.
- Develop and progress equity, diversity and inclusion activity within the team
- Ensure the team is adequately resourced to deliver its objectives; leading on the recruitment and onboarding of new staff in line with RCN's policies.
- Ensure team members comply with health and safety rules and requirements, and complete relevant health and safety compliance training, to ensure safe working practices/environments.
- Proactively manage and support the health and wellbeing of people they manage in line with the Supporting Wellbeing and Attendance policy, and other relevant policies.

### **3. Projects**

- Lead on specific areas of work as part of the Leadership Academy work plan. Ensure key performance objectives are developed and accomplished in accordance with the RCN Strategic Plan, Council Priorities, agreed funding, and accountability and governance mechanisms.
- Identify and develop business opportunities and prepare business cases and bids, both internally and externally, for new work that will deliver on the RCN's strategic and operational priorities and the objectives of the Leadership Academy.
- Manage and be responsible for the effective implementation and evaluation of the systems and processes underpinning activities related to national and international professional practice.
- Lead the RCN's nursing contribution to a diverse nursing leadership portfolio.

### **4. Financial responsibilities**

- Support the Associate Director of Nursing Leadership reporting on management accounts, statistical information, member and customer service feedback, monitoring and evaluation of professional activity, and development and promotion of the Academy of Nursing Leadership.
- 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.
- 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.
- Comply with the RCN Financial regulations and related policies, to safeguard the assets of the RCN.

### **6. Additional responsibilities**

- Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 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.
- Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.
- 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.
- Support member ballot and industrial action activities when required.

- Undertake any other duties as requested in line with the job role.

**Job description updated by:**

**Emily McWhirter, Associate Director: Nursing Leadership**

**June 2025**