



JOB DESCRIPTION FORM

Job title: Legal Officer (Regulatory)

Department: Legal Services

Reports to: Senior Legal Officer

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

London weighting: As applicable

Location: An RCN office with hybrid working

KEY RELATIONSHIPS

Legal Department
RCN Members
Regional/Country Teams
Regulatory Bodies
Professional Standards Authority
HM Courts and Tribunals Service
Internal and External Stakeholders

JOB PURPOSE

With responsibility for your own caseload, to provide a comprehensive service of expert legal advice and representation to RCN members (NHS and Independent healthcare sectors), stewards and officers of the Royal College of Nursing in regulatory law proceedings.

KEY RESPONSIBILITIES

Case Management

Provide comprehensive and cost-effective expert legal advice and

representation to RCN members in relation to all aspects of proceedings before the Nursing and Midwifery Council (NMC). Where appropriate conduct advocacy, arrange representation by barristers and instruct experts.

Provide legal advice and representation to RCN members in relation to all aspects of proceedings before the Disclosure and Barring Service (DBS) and DBS Scotland. Where appropriate, arrange representation by barristers.

Provide legal advice and representation on any appeals arising out of substantive decisions by the NMC or DBS/DBS Scotland (including Judicial Reviews).

Provide legal advice and representation to members with interested person status at Inquests, including advice to potential witnesses.

Have regard to safeguarding issues and signpost members to additional support services (as relevant).

Work in collaboration with Paralegals and support staff, with responsibility for delegating appropriate casework tasks and overseeing those tasks to completion at the required standard.

At all times strive to deliver excellent customer service to our members and all internal and external stakeholders.

Work within the legal case management system in accordance with departmental guidance and protocols to ensure an accurate an up-to-date record of legal cases.

Ensure compliance with professional obligations including application of relevant code of conduct.

Team Working, Training and Development

Attend and participate in Legal Services Department and other RCN meetings.

Develop and deliver training to the legal team, members and internal and external stakeholders.

Take personal ownership of your own work and career development, ensuring up to date knowledge of relevant legislation and caselaw and compliance with relevant regulatory body's continuing professional development and mandatory RCN training.

Maintain communication with the wider organisation and participate in individual project groups, where capacity allows, to promote collaboration.

Financial Responsibilities

Ensure the delivery of quality and cost-effective legal services to RCN members, demonstrating the efficient use of resources, in accordance with the terms of the RCN membership contract, professional standards and RCN and departmental policies and strategic objectives.

ADDITIONAL RESPONSIBILITIES

Work collaboratively with legal and other RCN colleagues in the delivery of the RCN Strategic Plan and Legal Operational Plan.

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 and commercially sensitive data is protected at all times.

Contribute to wider RCN projects and initiatives as required.

Support legal department recruitment exercises.

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.

Undertake any other duties as requested in line with the job role and person specification.

Job description updated by:
Victoria Peal, Associate Director of Legal Services
November 2024