



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

### **JOB DESCRIPTION FORM**

**Job title:** National Officer

**Department:** Employment Relations Department

**Reports to:** Head of Employee relations

**Key relationships:**

- Matrix working across departments such as comms and marketing, Activism Academy, IT and data
- Matrix working with colleagues within Employment Relations Department
- External work supporting national employers who hold recognition, learning or bargaining agreements with the RCN

**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:** London HQ (or possible another RCN office) with Hybrid working

### **JOB PURPOSE**

The main focus of this role is to support the work of the Employment Relations Department with pay, terms and conditions related activity, with an employer portfolio and employer specific work, including, for example, promoting/supporting organising and recruitment and other ER areas. The role will also provide advice and

support to colleagues across the RCN for negotiations and support for members working with national employers in independent health and social care sectors and some NHS or other public sector employers as allocated. This will include supporting Senior National Officers, including contributing to advice, planning discussions and arrangements for employment relations workplan.

The post holder will ensure that members, staff and other stakeholders are supported in delivering against the Employment Relations Workplan, including:

- Progressing pay claims, negotiating and bargaining activity relating to allocated national employers.
- Conducting individual pieces of work which support the delivery of organising priorities.
- Supporting the delivery and outcome of pay surveys and consultative ballots and preparations for move into next steps across a range of employers.
- Organising activity in the Independent Health and Social Care sectors.
- Preparing for, and supporting the delivery of, the next steps following other potential consultative and/or statutory ballot(s), including supporting delivery of industrial action where this is required.

## **KEY RESPONSIBILITIES**

### **1. Management responsibilities**

- This role does not have a line management function, but some duties will involve aspects of project co-ordination and delivery (see project section below).
- The postholder is responsible for the management of their own activity planning and diary management.

### **2. Projects**

- Deliver specific pieces of work relating to the Employment Relations Department pay, terms and conditions activity, developing organising and bargaining plans, identifying timelines, producing implementation plans, and processes for monitoring and reviewing progress.
- Contribute to the development of priorities, forward plans, work programmes, targets, and standards of the UK Employment Relations Department collective bargaining, partnership working and organising activity, adhere to agreed systems and procedures, and meet the agreed standards.

### **3. Financial responsibilities**

- To code invoices to the appropriate financial codes included in the budget

i.e., cost centre, project/resource and account codes in compliance with the RCN's Finance Policy.

- Manage own financial responsibilities such as raising and receipt purchase orders.
- Comply with the RCN Financial regulations and related policies to safeguard the assets of the RCN.

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

- Support the delivery of UK Employment Relations Department objectives.
- Contribute to the development, and delivery, of the UK Employment Relations Department collective bargaining, partnership working, negotiating and organising related activity in line with the RCN member-led position(s).
- Support the development of the UK Employment Relations Department pay, terms and conditions related activity for a portfolio of independent health and social care employers and/or national public sector employers.
- Draft processes, procedures and other key documentation to support the RCN UK Employment Relations Department pay, terms and conditions related activity.
- Deal with enquiries on matters regarding the UK Employment Relations Department pay, terms and conditions related activity and provide support to other RCN staff to understand and meet the needs of the employment relations activity in line with agreed processes and procedures.
- Support other members of the UK Employment Relations Department with pay, terms and conditions related activity and contribute to the efficient running of the team by working as an effective team member, including appropriate cover for the work of others during times of annual leave, sickness or other absence, and deputising for other colleagues as required.
- Undertake occasional out of hours working to attend relevant meetings/activity in the evenings and at weekends, and to attend the RCN's annual Congress and/or other conferences/events as required.
- Carry out other duties and responsibilities in keeping with the function of the role.

## **5. Additional responsibilities**

- 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: Deborah Shepherd, Head of Employment Relations.

Approved by: Brian Morton, Associate Director Employment Relations.

Date: 28 March 2025.