



JOB DESCRIPTION FORM

Title: Lead Nurse Independent Health and Social Care

Department: England Northern Region

Reports To: Regional Director

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 Sunderland Office with hybrid working

JOB PURPOSE

The post holder will be part of a forward thinking, responsive RCN Nursing team working across the Independent Health and Social Care (IHSC). The post holder will be directly line managed within a specific country or region but will form part of a matrix working system which will identify and work across issues of relevance and importance to members working within IHSC. As part of their role, they will identify and develop resources and opportunities for RCN members and the wider nursing and health and social care community across the UK. They will also be involved in working with colleagues within the Nursing, Employment Relations, Policy and Legal departments. The postholder will have responsibility for helping RCN deliver on its IHSC strategy. The postholder will have an in-depth knowledge and understanding of at least one of the following areas of practice GP Practice Nursing, Prison Nursing, Care home Nursing, Social Care Nursing, Hospice Nursing, Agency Nursing, Independent Hospitals.

KEY RESPONSIBILITIES

1. Specific role duties

- Work with the IHSC transformational lead on pieces of work and projects aimed to help RCN Deliver on its IHSC Strategy at local, country and UK level. This may be country/ region specific or could be a joint project across the UK.

- Provide expert facilitation skills to promote learning and development for nurses and Health Care Assistants working within the IHSC across the UK working to the RCN Education Learning and Development Strategy.
- Work to create and maintain healthy Matrix working across the RCN and engage in shared pieces of work for the benefit of RCN, its members within IHSC and the profession.
- Provide professional advice to members and colleagues in accordance with the NMC Code, and current legislation and policy.
- Represent the RCN and RCN members on relevant strategic and policy planning and implementation groups.
- Contribute to the integrated work plans developed between the various departments within the Directorate and RCN UK.
- Contribute to the development of local and UK wide RCN operational and strategic plans and ensure that agreed objectives are implemented and quality standards maintained.
- Maintain awareness of current developments in IHSC and the implications these may have for employment, patient care, practice development and the learning and development requirements of nurses and HCAs.
- Act as a professional nurse advisor to countries and regions and ensure the professional nursing agenda is aligned to the work of the Nursing Department.
- Raise concerns about issues that may impact on members employment or on the professional nursing agenda.
- Manage media enquires or enquires from other stakeholders as required

Developing and maintaining relationships

- Work with colleagues within in the RCN to maximise educational and developmental opportunities for all members of the nursing family, working within the IHSC
- Represent the RCN and liaise with external organisations/ stakeholders on behalf of the RCN including local councils, government representatives, employers, regulators, and other professional bodies.
- Represent the RCN and liaise with NHS bodies, acute and community sectors, voluntary sectors, primary care and other partnership organisations.
- Provide a local/regional professional link and support to RCN branches, networks and Forums members.
- Provide professional advice to local and UK wide RCN governance committees where required.
- Contribute to maintaining staff relationships and good morale amongst staff.
- Work with the IHSC strategy programme board to ensure delivery and contribute to the evaluation of the IHSC strategy
- Work with colleagues within the Nursing Department to implement the Education Learning and Development strategy and to ensure mechanisms are in place to routinely monitor the quality and cost effectiveness of learning and development activities

Policy and practice development

- Increase RCN influence on health policy at country, region and UK level.

- Provide a flexible service to RCN members, developing practice and policy in a way that reflects contemporary needs and methods of communication and encourages a collaborative approach across membership groups throughout the UK
- Demonstrate active participation in shaping service improvement initiatives, including changes to nursing practice that improve patient care.
- Demonstrate active participation in shaping policies that result in improvements for RCN members' working conditions

Financial responsibilities

- Participate in business case development, drawing up contracts and leading projects when required.
- Contribute to maximising income generation
- Contribute to the marketing of RCN as a membership organisation and participate in recruitment activities and campaigns

Professional Responsibilities

- Act in accordance with the NMC Code: Standards of Conduct, Performance and Ethics for Nurses and Midwives
- Provide professional expertise, on behalf of RCN, to DOHSC and devolved governments and related policy/ strategic planning groups as appropriate
- Maintain an awareness of current developments in all aspects of health and social care and the implications these may have for nursing practice
- Contribute to the development of research and evaluation for nursing initiatives.

General Responsibilities

- Maintain personal responsibility for ensuring the success of a matrix working system within RCN UK
- Delegate appropriately to ensure effective decision-making whilst retaining overall responsibility and accountability for results
- Ensure that complaints are promptly dealt with and reported to the line manager and/ or transformational lead
- Maintain accurate and concise records that provide the necessary data for the purpose of evaluating and developing RCN professional activities and for monitoring purposes
- Contribute to and participate constructively in the RCN's appraisal process
- Comply at all times with internal audit arrangements

2. Promote

- 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 health policies

3. Control of HR

- Ensure that health and safety is adhered to within the department. All duties must be carried out in compliance with the Health and Safety Policy and statutory regulations
- Support the RCN in meeting its obligations under Risk Management by adhering to the control's assurance standards identified in the Risk Register

4. Equality and Diversity

- Promote good equality practice and play a key role in ensuring equality of opportunity in the workplace
- Observe all the relevant law relating to equality of opportunities
- Encourage a working atmosphere where everyone is treated with dignity and respect
- The RCN is working towards equality of opportunity and staff are required to bear this in mind when carrying out their duties. It is also our policy to ensure that all staff are treated with respect, fairness and without discrimination at work

5. Any Other Duties

- Post-holders will work collaboratively with other appropriate parts of the RCN to provide a seamless service for RCN Members
- The RCN has a statutory duty to promote Equality of opportunity and good relations. All staff are required to comply with these duties and attend appropriate training.
- Act with diplomacy and discretion to safeguard confidential and commercially sensitive information at all time
- The postholder will travel within the UK with occasional overnight stays and extended days as required and within agreed working terms and condition
- To undertake additional duties as requested by the Line Manager
- Note: It is expected that the duties and responsibilities of this role may change over time, to reflect the development of the RCN's strategic planning process and the consolidation of organisational changes. For this reason, the job description should be viewed as a flexible document, to be reviewed regularly and developed in line with the RCN's emerging needs and priorities

Last reviewed May 2025