



## THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

### JOB DESCRIPTION

**Job Title:** Learning and Development Consultant

**Department:** People and Organisational Development (POD)

**Reports to:** Learning & OD Manager

#### **Key relationships (outside of the People and OD Department)**

- Staff and managers across the RCN
- External learning providers and other suppliers
- Internal Communications Team
- Information Technology/Audio Visual Team
- Venue Services Team

**Hours:** 35 hours per week across Monday to Friday. Flexible working arrangements are encouraged to meet both the postholder's needs and those 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 Allowance:** Inner London weighting allowance applies (pro rata)

**Location:** London HQ (with hybrid working arrangements)

#### **Job purpose:**

As a function, the People and OD (POD) Department's purpose is to enable the RCN to succeed through its people. This means that we seek to:

- Create the best possible experience of work and working life for our people;
- Support and empower our people through people-centred policies, practices and provisions; and
- Recruit, develop and engage our people to thrive in their roles.

By striving to be an exemplary employer, our work contributes to the RCN's credibility as a trade union, and as the voice of the nursing profession.

With oversight from the L&OD Manager, the Learning and Development Consultant will work collaboratively with the HR Business Partners, and in conjunction with the Learning & Organisational Development Team, to provide a proactive and creative learning and development service – designing, championing, delivering and evaluating high quality learning and development which enables the RCN to deliver against its strategic and operational priorities.

## **KEY RESPONSIBILITIES**

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

- 1.1. Lead the delivery of the RCN's learning and development service, working closely with the internal communications team and People and OD colleagues to ensure high levels of compliance with “mandatory” training and to encourage high levels of engagement with all other learning activities through effective marketing of the annual learning and development programme and other development interventions.
- 1.2. Undertake comprehensive learning needs analysis to diagnose and identify local and organisation-wide learning needs and plans, working closely with colleagues in the POD department and managers across the RCN as part of the business planning cycle and on an ad hoc basis to ensure the provision of learning and development activities which enable the RCN to deliver against its strategic and operational priorities.
- 1.3. Design and deliver both “mandatory” and optional learning activities – from one-off events to long-term management development programmes, deploying a blended approach that supports a hybrid working model by incorporating virtual and face-to-face options, working closely with internal and external subject matter experts as relevant.
- 1.4. Commission and oversee colleagues and third-party suppliers in the design and delivery of learning and development activities.
- 1.5. Engage with stakeholders to monitor and evaluate all learning and development activity, using this insight to continually enhance the service, achieve return on investment and ensure learning objectives are met.
- 1.6. Oversee the learning management system, ensuring this provides an optimal user experience for staff and managers, enables the efficient administration of the learning and development service, and allows for robust record keeping and reporting of learning and development activity.
- 1.7. Review existing, and develop new, RCN staff policies and procedures relating to learning and development activities.

- 1.8. Maintain an oversight of trends and best practice within the learning and development profession, applying this insight and making recommendations based on evidence and research.

## **2. Projects**

- 2.1. Lead on allocated projects, ensuring robust planning, delivery and evaluation of all project work.

## **3. Financial responsibilities**

- 3.1. Assist with the monitoring of budgets by maintaining accessible and accurate records of spend on learning and development activities.
- 3.2. With support from the L&OD Manager, undertake procurement exercises to engage external suppliers in accordance with organisational procedures.

## **4. Additional responsibilities**

- 4.1. Establish and maintain effective relationships with key stakeholders across the organisation, working in partnership with others where activity is co-owned and/or co-delivered.
- 4.2. Prepare papers and reports, analysing and presenting data, commentary and recommendations for a range of audiences up to and including the Executive Team.
- 4.3. Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 4.4. 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.
- 4.5. Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.
- 4.6. 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.
- 4.7. Undertake any other duties as requested in line with the job role.

Job description updated by: Sara Williams, L&OD Manager August 2025