



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job Title: UK Deputy Chief Nursing Officer (DCNO)

Department: Institute of Nursing Excellence

Reports to: UK Chief Nursing Officer

Key relationships:

UK Chief Nursing Officer
Director of the Institute of Nursing Excellence
General Secretary and Chief Executive
Country and Regional Directors
Associate Directors of the Institute of Nursing Excellence
Head of Operations for the Institute of Nursing Excellence
Chairs and Members of specified RCN Committees
RCN Fellows and Forum Chairs
Members
UK Nurse Leaders

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: B

Location: London HQ with hybrid working

JOB PURPOSE

The UK Deputy Chief Nursing Officer fulfils the role of deputising for the UK Chief Nursing Officer as and when required. As a member of the RCN's Institute of Nursing Excellence Senior Leadership Team, the postholder will ensure that the Royal College of Nursing builds on and strengthens its leadership position as the voice of nursing. The postholder will support the RCN as an authentically member-led organisation in advocating for the recognition and potential of nursing as a modern, contemporary and evolving profession.

The Deputy Chief Nursing Officer will support the CNO in driving and enabling the organisation to achieve the College's Royal Charter objectives by helping RCN members and the wider profession across all sectors to enhance their practice, develop nursing as a profession and a career and influence nursing, health, and social care policy nationally and internationally.

The post holder will have strategic management responsibility for activities, finances and staffing within specified Academies of the Institute.

The postholder will uphold professional standards in accordance with the Nursing and Midwifery Council Code.

KEY RESPONSIBILITIES

The post will provide direct line management, strategic direction, and leadership to the following Academies:

- Nursing Leadership Academy
- International Nursing Academy
- Nursing Practice Academy, including social care and professional regulation.

The post-holder will deputise for the Chief Nursing Officer across all areas of responsibility.

1. Specific role responsibilities

Working closely with the UK Chief Nursing Officer, the postholder will:

- The postholder will report to the UK Chief Nursing Officer and work across the UK and in partnership with the four Country Directors, their teams, and alongside RCN members. The post holder will drive effective matrix working to ensure a four-country approach to the development and implementation of national and international RCN strategy that is underpinned by the expertise of our members, enabled, and supported by contemporary and robust nursing research, outcomes, innovation, and practice.
- The post holder will work closely with elected and wider members, external stakeholders across the UK to provide credible, effective, and visible professional nursing leadership. The Deputy Chief Nursing Officer will work in a responsive proactive manner to ensure that the identified priorities and workplans result in delivery of the College's ambitions and objectives. The post holder will lead the work required to ensure the development of a competent capable nursing workforce that are empowered to influence, lead, and deliver safe and effective care.
- As a member of the RCN's Institute of Nursing Excellence Senior Leadership Team the postholder will lead on activities within the Institute with a focus on leadership and nursing practice across the UK and

globally. They will identify, influence and advise on the implications of UK and international health and social care policies and strategies for nursing, ensuring the RCN contributes to the development of contemporary knowledge and evidence.

- Work to a UK wide remit, in partnership with senior colleagues in RCN Wales, Scotland, England and Northern Ireland to ensure that priorities are focused on continuing to empower and position nursing at national, regional, and local levels by supporting and enabling our members to inform decision-making across the UK.
- Ensure that all standards and policies can be measured for impact and outcome. Standards and policies will be relevant to national and international work.
- Provide strategic leadership and management to progress and support the Nursing Practice, International Nursing and Nursing Leadership Academies.
- Take action to ensure the member voice informs and influences both formal and informal work led by government, professional and system regulators, arm's length bodies and other relevant stakeholder organisations.
- As the nominated senior lead, develop effective working relationships to support and inform the work of the Professional Nursing Committee, the Nursing Support Worker Committee and the International Committee, which is jointly supported by the senior staff of the UK Policy and Governance teams.
- Work with the relevant policy teams to ensure the regular production and analysis of robust quality data and information regarding workforce across all the sectors. Data will be used to identify both risks and opportunities for our members and the profession providing strategic direction on key workforce, professional practice and quality agendas and change initiatives.
- Provide professional advice to Council and its Committees as appropriate.
- Coach and develop their own senior team to meet their full potential, continuously setting future direction, driving internal change, and ensuring staff adapt to new ways of working.
- Participate in the mentoring and coaching of other RCN staff as requested.
- Work strategically with the Activism Academy to ensure that the two arms of the college which embody our role as both a professional body for

nursing and a special register trade union maintain a central position of professional leadership nationally and internationally.

- Work with Employment Relations and Policy and Public Affairs to ensure that all workforce, practice and quality policies and standards pay due regard to contemporary employment relations and policy practices and legislation.
- Provide professional expertise on behalf of the RCN to the UK government bodies and any related policy/strategic planning groups, representing the RCN on appropriate government and stakeholder bodies as required.
- Deputise as relevant for the UK Chief Nursing Officer.

Promote the Organisation

- Promote the work of the RCN, ensuring recognition and the unique selling point and brand of the College as the voice of nursing.
- Work closely with the senior team and other departments across the UK to develop, coordinate and promote the ambitions and objectives of RCN Council, Committees and Forums.

2. Projects

The post-holder:

- Will hold overall oversight and accountability for delivery of specified Academy workplans, as well as delivering organisation wide workstreams as part of the College's senior leadership team.
- Will provide strategic management and leadership to support the delivery of the RCN's ambitions of taking the voice and leadership of nursing to the 'next level'.
- Will lead the RCN's work in furthering the art and science of nursing, through developing policies and standards for nursing that are innovative, responsive and evidence based.
- Will ensure that the work of RCN Committees and Forums supports and enables members to lead in the shaping of the future of nursing nationally and internationally.

3. Management responsibilities

- Manage the Associate Directors for Academies as specified, setting and communicating team and individual performance standards, and setting and agreeing objectives which align to the strategic and operational objectives of the RCN through the Institute of Nursing Excellence.

- Ensure that team members deliver against their standards and objectives.
- Be responsible for managing team members, supporting, motivating and developing team members, through continuing conversations, 4Q reviews: identifying learning and development needs and ensuring that they are met.
- 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.
- 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.

4. Financial responsibilities (Budget owners/managers)

Holding Financial and key Business Responsibilities

- The post holder will be accountable for an agreed budget within the Academies within their remit.
- Working with the Institute's Head of Operations and the Director of the Institute, ensure the production of an effective system of accountability and governance, including robust management of both risk and opportunity, setting ambitious targets within all pieces of work, and reporting regularly to the UK Chief Nursing Officer.
- Responsible for and oversees all their team and identified lead workstreams, including annual budgeting process, chairing reforecasting meetings for own team and participate at Finance meetings.
- Monitor performance against revenue/costs.
- Ensure all work and strategy aligns with our vision and mission and supports execution of our corporate strategy.
- Manage, support, and respond to the relevant financial and resource implications of delivering strategies and their alignment with our wider strategic goals.
- As part of the senior leadership team provide day to day problem solving, trouble shooting and feedback across their own teams, the wider directorate and organisation as required.

- Engage with RCN members and colleagues across the organisation to develop, clearly articulate and demonstrate the corporate strategy.
- Monitor financial transactions in the budget to highlight any variances, identify problems and/or unexpected items/anomalies at an early stage.
- Manage own financial responsibilities such as processing relevant forms by deadlines, authorising appropriate transactions.
- Comply with the RCN Financial regulations and related policies, to safeguard the assets of the RCN.

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:
Lynn Woolsey
UK Chief Nursing Officer
August 2025