



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job title: Pay Delivery Officer

Department: RCN Scotland

Reports to: Scotland Head of Pay, Terms and Conditions

Key relationships:

Fair Pay for Nursing Programme Manager
Four country pay leads
Heads of Operations
Officers and Senior Officers
Reps and members

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

Location: RCN Scotland HQ (Edinburgh) with regular travel across Scotland

JOB PURPOSE

The role of the Pay Delivery Officer is to deliver key pay education, organising, accountability and activism in employers across the four countries, building member pay literacy and developing pay activism across key employers.

The role will involve activity to improve member pay literacy, such as creating and presenting pay webinars and education sessions; activity to improve member awareness of, and action on, key pay campaigns, including ward walking, stalls and roadshows in key employers; activity to co-ordinate employer accountability, ensuring that key pay items are addressed on local, regional and national governance bodies; and working with key colleagues to plan and deliver a range of activities and events on pay.

The role will involve working predominantly with a mix of members, reps, branches, RCN staff, and employers to ensure that the RCN's agenda on pay is maximised and members are empowered to act on their own pay.

The key driver for these roles is ensuring that members are able to become more active on, and involved with, the RCN's pay campaigns, taking action to improve their own pay and recognising the shared power which exists on pay when members work to tackle it together as a collective.

KEY RESPONSIBILITIES

1. Specific role responsibilities

- Support the planning and delivery of a programme of activity aimed at increasing knowledge of, and engagement with, the Fair Pay for Nursing programme, NHS pay, terms and conditions, the NHS job evaluation scheme, and the national nursing profiles – serving to develop pay activism, build pay literacy, and seek pay justice for RCN members.
- Provide direct support and advice to RCN members seeking to improve their pay, working with members to improve their knowledge of how to engage with job evaluation and the new suite of national nursing profiles.
- Deliver a range of roadshows, ward walking activities, information stands, and wider face to face engagement activity seeking to raise member awareness about pay, including but not limited to job evaluation and the national nursing profiles.
- Work with staff, reps and active members to arrange engagement events on pay (with a particular focus on job evaluation and the national nursing profiles), and ensure maximum attendance and impact.
- Work with staff, reps and active members to organise locally on pay, building pay activism across a number of key employers.
- Work with staff and reps to foster pay activism across all key employers; identifying potential new activists, following up leads, connecting with new and existing pay activists and working with pay activists to develop, support and grow activism on pay locally.
- Deliver training and education on pay to members locally, through webinars and face to face training sessions, raising awareness about the wider activities of the RCN on pay, terms and conditions, along with the specific job evaluation and national nursing profiles project; including detail regarding how the job evaluation process works and how members can uplift their baseline pay.
- Assist in the development and deployment of RCN Job Evaluation resources, national nursing profiles resources, and wider pay resources.
- Build relationships with a wide range of employers with a view to engaging them on pay, job evaluation and the national nursing profiles; ensuring timely and appropriate action is taking place to enact the new national profiles and that employers are held to account in their delivery of the new national nursing profiles.
- Gather intelligence on key issues arising in relation to pay and escalate this as necessary.

- Liaise with other professional organisations and trade unions on areas of mutual concern or interest.
- Work with branches to raise awareness of key activity on pay, job evaluation, and the national nursing profiles.
- Support RCN Scotland to identify, name and challenge patterns and incidents of workplace discrimination relating to pay, terms and conditions.

2. Projects

- Work within the broad remit of the Fair Pay for Nursing programme to raise awareness of the College's key activities and positions on pay, to build engagement and interest on pay, to develop member education and literacy on pay, and to support members to realise their own power when engaging with pay, terms and conditions both as individuals and as a collective.
- Contribute to key Fair Pay for Nursing projects including, but not limited to, project activity seeking to the 'Know Your Worth' campaign, looking at member job evaluation and the new suite of national nursing profiles.
- Raise understanding and awareness of the NHS Job Evaluation System, and ensure that activists and RCN staff gain expertise, knowledge, and proficiency in operating the Job Evaluation System.
- Raise understanding and awareness of the new suite of national nursing profiles, and the implications of these for member pay.
- Support the wider Pay Matrix Group (consisting of key colleagues working on pay across the four countries) in delivering the long term Fair Pay for Nursing strategy.

3. Management responsibilities

- Develop and progress equity, diversity and inclusion activity within the team.
- Ensure strong and effective working relationships across the wider Pay Matrix Team, working locally to deliver on pay but also working as part of a wider national team with shared goals and priorities.

4. Financial responsibilities

- Comply with the RCN Financial regulations and related policies to safeguard the assets of the RCN.
- Contribute to all internal and external audit processes ensuring implementation of recommendations within sphere of control.
- Contribute to the effective use of RCN resources.

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:

Dawn Elliott

Employment Relations (Fair Pay for Nursing) Programme Manager

01 September 2025