

**JOB DESCRIPTION FORM**

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

**Job Title:** Head of Trade Union Learning and Development

**Tenure:** Fixed Term Contract or Secondment

**Department:** Employment Relations Department, NPPD

**Location:** RCN HQ London

**Reports to:** Associate Director of Employment Relations

**Hours:** 35

**Grade:** D

**Salary:** £66,144 per annum

**London Allowance:** £4,227 per annum

**Job Purpose:**

The purpose of this role is to lead a team responsible for the design and delivery of consistent quality assured learning and development for RCN representatives across the UK. The post holder will report to the Associate Director of Employment Relations and be part of the Employment Relations leadership and management team. The post holder will line manage a team of Learning and Development Facilitators and an Admin Manager/PA.

**Main duties and responsibilities**

1. **Management Responsibilities**
* Provide overall management responsibility for the Learning and Development team
* Line manage a team of Learning and Development Facilitators and an Admin Manager/PA post
* Collaborate with other staff across the RCN through matrix and network working, maximising available expertise
* Ensure that the L&D team work within the agreed RCN governance structures and processes
1. **Development Responsibilities**
* Conduct effective and supportive continuing conversations for all direct reports
* Develop individual and team development plans
* Support effective performance from team members
* Identify training needs of L&D staff and provide training to meet these needs
1. **Financial Responsibilities**

The post holder will be required to work collaboratively to support future financial stability for the RCN and:

* Is responsible for management of budget, communicating and working within the RCN’s financial, budgetary and business planning procedures
* Assume responsibility for the management and control of effective systems and procedures to ensure that the RCN operates efficiently and meets the financial, corporate, governance and statutory requirements
* Adhere to the Standing Financial Instructions of the organisation
* Manage their services within the allocated budgets and ensure the team works within their agreed budgets
1. **Specific Role Duties**
* Develop active members and reps as leaders with the courage and confidence to improve members’ working lives
* Exchange knowledge and experience with members, reps and relevant RCN colleagues, working together to collaboratively design, deliver and evaluate learning programmes
* Provide expert advice and guidance to the RCN UK Learning Reps Committee and Trade Union Committee
* Provide strategic support for RCN improvement projects that improve the rep and active member experience
* Lead the building of the capacity and capability of RCN representatives to maximise the RCN’s offer and impact in the workplace
* Oversee the design and delivery of annual conferences for RCN reps and the staff who work with them
* Support the development and delivery of strategies to communicate and engage with reps and active members, making use of digital technology and campaigning skills
1. **Strategic Duties**
* Take the lead for specific programmes of work in the department and directorate operational plan
* Collaborate with other managers in the ERD leadership and management team to develop clarity of vision, objectives and strategic direction for the department
* Contribute to and comply with governance and quality assurance processes
* Prepare papers for RCN Council/committees and RCN management groups to support strategic decision making
1. **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
1. **Control of HR**
* To recruit, manage and develop the roles of the staff
* To ensure that health and safety is adhered to within their team
* Develop within their team a culture of openness and inclusivity
* Delegate work to staff in accordance with their job roles
1. **Equality and Diversity**
* To 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
* All staff must comply with the Royal College of Nursing’s No Smoking Policy
1. **Any Other Duties**

Post-holders will work collaboratively with other appropriate parts of the RCN to provide a seamless service for RCN Members.

To undertake additional duties as requested by line manager.

*December 2019*