



Royal College
of Midwives

Job Description and Person Specification Head of Employment Relations

Responsibility level	Head of
Grade	H
FTE	1
Permanent work location	RCM London HQ or home based in the UK
Reporting and accountable to	Director, Employment Relations
Line management responsibilities	Yes
Travel requirements	UK travel as required
Live registration with the NMC as a Midwife	Not required

Role outline

The Royal College of Midwives is the UK's only membership body run for the midwifery community and by the midwifery community. We are with midwives, student midwives, MSWs and MCAs, day-to-day, throughout their careers, from the moment they start their education and training to the day they leave the profession.

Our work is guided and shaped by our members, and our mission is to improve their working lives, to amplify their voices and to build our midwifery community.





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This role will offer key support to the employment relations team to support our mission, representing the RCM at selected negotiating forums, working with the staff team across RCM to provide clear evidence and data to support national negotiations and supporting the operational delivery of industrial action ballots as directed.

Responsibilities

- A.** Utilise knowledge and experience in trade union negotiating to represent the RCM in negotiating forums effectively as directed by the Director, Employment Relations in line with RCM's strategic aims.
- B.** Utilise a strong understanding of industrial relations to provide support to national negotiations by identifying necessary research and use of data and through the production of guidance and briefings.
- C.** Provide expert knowledge and support to staff across the RCM for all UK constituencies in relation to trade union activities, such as ballots and legislation relating to trade union activities.
- D.** Provide operational leadership on industrial action ballots as directed by the Director, Employment Relations across all UK constituencies.
- E.** Utilise campaigning knowledge to support the delivery of RCM campaigns as directed by the Director, Employment Relations.
- F.** Act as an operational lead on RCM's health and safety work for members.
- G.** Act as an operational lead for projects as directed by the Director, Employment Relations in line with RCM's strategic aims.
- H.** Represent the RCM in trade union forums and with wider stakeholders and deputise for the Director, Employment Relations as appropriate.





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- I. Build positive working relationships with stakeholders, for example TUC, other NHS trade unions and campaign groups.
- J. Operate in line with our RCM values and equalities ethos.
- K. Ensure compliance with relevant Data Protection legislation.
- L. Participate within a cross functional team working environment.
- M. Any other work as directed by the line manager.
- N. Demonstrates a commitment to RCM values and behaviours in how they work and interact with others.

Person Specification

	Essential
Proven and recent experience of working in a trade union environment in a similar role.	✓
Proven and recent experience of negotiating for members and delivering outcomes.	✓
Demonstrable knowledge of bargaining machinery determining members terms and conditions at both a local and national level.	✓
Proven knowledge and experience of delivering industrial action ballots.	✓
Knowledge of UK employment legislation and knowledge of UK legislation impacting trade unions.	✓
Understanding and experience of campaigning in a trade union environment.	✓
Strong communication skills both written and verbal.	✓
Ability to communicate effectively with wide range of audiences.	✓
Proven ability to problem solve.	✓
Experience of operating in an environment impacted by political decision making.	D





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Team RCM Skills

- A.** Strong IT skills including proficiency in Microsoft Office
- B.** Excellent communication skills, both written and verbal
- C.** The ability to be flexible and adaptable
- D.** A focus on performance and output
- E.** A high level of commitment
- F.** The ability to take responsibility and to deliver in a timely fashion
- G.** Cross functional team working
- H.** Managing competing priorities

The post holder may be required to carry out other duties as are within the scope, spirit, and purpose of the job.

