



Royal College
of Midwives

Job Description and Person Specification Director, Employment Relations

Responsibility level	Director
Grade	I
FTE	1.0
Permanent work location	RCM London HQ, office based in Cardiff, Belfast or Edinburgh, or home based in the UK.
Reporting and accountable to	Chief Policy Officer
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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The RCM's Director team support the Executive team in providing strategic direction and leadership for the organisation whilst ensuring effective operational review and delivery, providing both a corporate UK wide role and taking direct responsibility for a portfolio of strategic and operational considerations.

The RCM's Director for Employment Relations will lead on all aspects of the RCM's trade union offering relating to every aspect of the working lives of the RCM's members through employment relations influence and negotiations and our external relationships.

The role will deputise for the Director, Representation and Organising as required.

Responsibilities

Competency	Accountability level
Vision and Strategy	Work closely with the Executive team to provide strong leadership and direction, ensuring that RCM's position as the UK's principal professional association and trade union for midwives, student midwives, maternity support workers and maternity care assistants is sustained.
	Support the delivery of the mission and strategic direction of the RCM as set by the RCM's Board and as directed by the Executive team.
Relationships and Communication	Be the face of the RCM to our members and potential members, ensuring all aspects of our employment relations remit meet our aims.
	Build relationships across trade unions and other key stakeholders to ensure effective influencing on the maternity agenda.
	Contribute to building and supporting a strong sense of cohesion across all teams within the RCM staff team.
Business Operations	Ensure that the RCM has a strong central UK team for influencing, negotiating and developing policy on all matters that relate to the working lives of midwives, student midwives, maternity support workers and maternity care assistants.





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	Have oversight and ensure that all relevant RCM systems and processes are in place within this area of expertise and that the RCM's reputation and standing is protected.
	Be an effective people manager within the RCM's trade union team.
	Be an active member of the RCM Directors team.
	Ensure that the RCM is positioned to influence key trade union and employment relations issues within the UK.
	Undertake programme and project leadership as allocated by the RCM's Executive team to support the delivery of the strategic business plan.
Ensuring Success	Provide direction and leadership to the staff of the RCM.
	Ensure RCM commercial activities within this area of expertise comply with the RCM's objectives and support the strategic direction of the organisation.

Person Specification

Competency	Director requirement	Essential
Role specific requirements	Good understanding of the employment relations policy landscape in which members work.	✓
	Understanding of the relevant machinery for determination of members' terms and conditions and working environment.	D





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	Ability to participate in devising and delivering campaigns related to members working lives.	✓
	Ability to lead a cross-organisational team to administer industrial action ballots.	✓
	Understanding of employment, equalities and industrial action legislation relevant to the role.	✓
	Understanding and championing of equality, diversity and inclusion to be able to take on a strategic leadership role that delivers on our equality aims.	✓
	Negotiation skills, with the ability to operate and influence effectively at a national level.	✓
Vision and Strategy	Highly developed leadership skills, providing direction whilst maintaining a corporate focus.	✓
	Ability to handle positively a demanding and pressurised role at a senior level.	✓
	A proactive, strategic thinker with a dynamic and creative approach to problem solving.	✓
Relationships and Communication	Confident, clear and persuasive communication skills.	✓
	Socially skilled, with the ability to establish rapport and professional relationships, while projecting the positive and impactful image of the RCM.	✓





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	Proven interest in furthering the cause of midwives and the midwifery profession and commitment to working in the best interests of the RCM and its members.	✓
Business Operations	Ability to think and work strategically as well as manage and coordinate a team to deliver operational output.	✓
	Commercial awareness, with current knowledge and understanding of the industries in which the RCM operates.	✓
	Experience of budget development and management.	✓
	Proven track record of problem-solving, driving change and continuous improvement.	✓

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

RCM Behaviours

All leaders of the Royal College of Midwives are required to role model the following Behaviours:





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Contributes to an open and honest culture

- A.** Supports, encourages, and motivates colleagues
- B.** Encourages challenge, creativity and innovation
- C.** Leads by example
- D.** Values transparency and consistency
- E.** Understands the role of individual and collective accountability

Actively contributes to RCM strategic objectives

- A.** Has a clear understanding of other colleagues' roles and responsibilities
- B.** Shares skills and knowledge
- C.** Promotes cross functional team working
- D.** Offers outstanding service to members
- E.** Takes pride in the RCM and promotes its values in all interactions with external stakeholders

Identifies and uses the most appropriate form of communication

- A.** Communicates clearly and simply, seeking clarity when unclear and valuing the opinion of others
- B.** Treats colleagues with respect, honesty, fairness and courtesy
- C.** Is responsive to colleagues and members

Takes pride in own development

- A.** Is enthusiastic and committed to achieving high standards and meeting agreed objectives
- B.** Takes an active interest in recognising professional and personal development needs and priorities alongside those of the team and those of the RCM

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

