

Job Description

Employment Relations Advisor

Responsibility level	Advisor
Grade	F
FT	1
Permanent work location	RCM London HQ, Country head offices in Cardiff, Belfast or Edinburgh or home based in the UK
Reporting and accountable to	Director, Employment Relations
Line management responsibilities	None
Travel requirements	Travel to RCM London HQ as required. Travel across the UK as required.
Live registration with the NMC as a Midwife	Not required

Role outline

This post will provide evidence based, clear and consistent employment relations advice and support in all forms to underpin the RCM's function as a trade union.

The post holder will plan and develop guidance and campaigns on issues relating to the pay, terms and conditions of employment and health and safety of RCM members.

The role will work to progress the RCM's equality, diversity and inclusion framework and strategic objectives.

The role will involve liaison and collaboration with relevant stakeholders representing the RCM in committees, forums and working parties, both internally and externally.

Responsibilities

- A. Provide expert information and advice to members and staff on all trade union issues relating to the employment and working environment of midwives and maternity support workers.
- B. Represent the RCM in trade union forums and with wider stakeholders.
- C. Be an operational lead for projects, and networks.
- D. Provide secretariat support to relevant internal groups.
- E. Be an operational lead for RCM trade union campaigns.
- F. Produce guidance, toolkits or briefings related to the working lives of midwives and Maternity Support Workers in the NHS.
- G. Represent the RCM on external groups.
- H. Build positive working relationships with stakeholders, for example TUC, other NHS trade unions and campaign groups.
- I. Identify and carry out research to inform negotiations and influencing work.
- J. Lead responses to relevant consultations.
- K. Ensure compliance with relevant Data Protection legislation.
- L. Participate within a cross functional team working environment.
- M. Contribute towards and live the RCM Staff Team Vision.

Person Specification

	Essential
Proven and recent experience of working in a similar role.	✓
Trade union policy and representation or negotiating experience.	✓
Knowledge of organising and engagement.	✓
Knowledge of employment relations.	✓
Proven experience of an ability to work collaboratively.	✓
Understanding of data analysis and strong report writing.	✓
Demonstrable leadership qualities.	✓
Experience of advising on NHS terms and conditions and employment relations issues.	D
Project management experience.	D

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.

