



Royal College
of Midwives

Job Description and Person Specification Northern Ireland Workplace Representative (Secondment)

Responsibility level	Workplace Representative
Grade	RCM Grade E. For this secondment, we will match salary up to £27,237 p.a. without enhancements.
FTE	0.6
Permanent work location	Homebased within a reasonable travel distance of their allocated geographical patch
Reporting and accountable to	Acting Director, Northern Ireland
Line management responsibilities	None
Travel requirements	Regular travel across the geographical patch, and attendance at the RCM Northern Ireland office in Belfast for meetings and events as required.
Live registration with the NMC as a Midwife	Required throughout employment

Role outline

The Northern Ireland Workplace Representative will provide employment relations support and services to our members in Northern Ireland. The role holder will work closely alongside the Acting RCM Director, Northern Ireland and RCM Northern Ireland team.





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Responsibilities

- A. Attending workplace meetings to support members
- B. Supporting our members with employment relations cases
- C. Supporting the delivery of services to members in Northern Ireland
- D. Supporting the Acting Director, Northern Ireland with casework
- E. Provide feedback to members at meetings.
- F. Support the RCM Northern Ireland Team where necessary
- G. Attend meetings and report back to the Acting Director, Northern Ireland
- H. Ensure compliance with relevant Data Protection legislation
- I. Participate within cross functional team working
- J. Contribute towards and live the RCM Staff Team Vision

Person Specification

	Essential
Registered midwife	✓
Experience as a workplace representative	✓

Team RCM Skills

- K. Strong IT skills including proficiency in Microsoft Office
- L. Excellent communication skills, both written and verbal
- M. The ability to be flexible and adaptable
- N. A focus on performance and output
- O. A high level of commitment
- P. The ability to take responsibility and to deliver in a timely fashion
- Q. Cross functional team working
- R. 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.

