



Royal College
of Midwives

Job Description and Person Specification RCM Workplace Representative (Secondment), South

Responsibility level	Workplace Representative
Grade	RCM Grade E-F. For this secondment, we will match full time equivalent salary up to £57,067 p.a. including London Weighting and without other enhancements.
FTE	1.0
Permanent work location	Homebased within a reasonable travel distance of their allocated geographical patch
Reporting and accountable to	Regional Head, London and South
Line management responsibilities	None
Travel requirements	Regular travel across the geographical patch, and attendance at the RCM HQ in London for meetings and events as required.
Live registration with the NMC as a Midwife	Required if midwife, not required if MSW. (No active NMC investigations ongoing)

Role outline

The RCM Workplace Representative, South will provide employment relations support and services to our members in the South. The role holder will work closely alongside the Regional Head, London and south and RCM south team.

Responsibilities





Royal College of Midwives

- A. Attending workplace meetings to support members.
- B. Supporting our members with employment relations cases.
- C. Supporting the delivery of services to members in south.
- D. Supporting the Regional Head, London and south with casework.
- E. Provide feedback to members at meetings.
- F. Support the RCM south team where necessary.
- G. Attend meetings and report back to the Regional Head, London and south.
- 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

	Essential
Experience of working as a midwife or MSW/MCA.	✓
Experience as an RCM 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.

