THE ROYAL COLLEGE OF MIDWIVES

Promoting · Supporting · Influencing

Job Description

Digital Midwifery Project Advisor (6 months)

This role provides a short term and delivery focused development opportunity to work within Team RCM as part of our External Relations team.

The RCM's Digital Midwifery Project Advisor will work closely with the Head of Maternity Transformation, Head of Quality & Safety and the Education and Learning team to identify a portfolio of RCM digital midwifery project delivery, which will support our future work in this area whilst providing a development opportunity for our future midwifery leaders.

During the project duration, the Digital Midwifery Project Advisor will have the opportunity to provide analytical support to RCM strategies, publications, products and policies as they arise. There will also be opportunities to get involved in the broader spectrum of work that the RCM's external relations team covers, including maternity transformation and quality and safety considerations. The role will include gaining experience of representing the RCM on committees, forums and working parties, both internally and externally.

The post holder will be accountable to the RCM Head of Maternity Transformation.

All roles at the RCM are expected to contribute towards and live the RCM Staff Team Vision.

ACCOUNTABILITIES

- Develop a clear understanding of the RCM's remit in the digital agenda within midwifery services
- Develop and document a clear outline of RCM member needs in relation to digital services and accessible learning through digital mediums
- Conduct an internal review of the digital opportunities for the RCM, including the digital availability of the RCM's services to our members
- Produce a scoping study of the RCM's wider role in the maternity services digital agenda, and provide recommendations on future work that could be done
- Design a 6 months project plan for the implementation of the RCM's digital availability project drawing on information from across the RCM
- Represent the RCM at a range of external meetings and forums
- Support colleagues across the RCM contributing their knowledge of contemporary evidence-based clinical practice to deliver the RCM's objectives
- Work within a cross functional team working environment contributing to papers, consultations, presentations, publications and products
- Engage with the media as part of the on call rota and be a spokesperson for the RCM as required

- Ensure compliance with relevant Data Protection legislation

EDUCATION, QUALIFICATIONS & TRAINING

Essential

- Practising midwife holding live registration with the NMC
- Educated to degree level, or equivalent

EXPERIENCE

Essential

- Project management and delivery
- Knowledge of maternity systems
- Knowledge of digital infrastructure within maternity services
- Clinical governance, audit and risk management
- Using data systems to monitor quality
- Guideline implementation
- Writing for publication
- Understanding and experience of current quality improvement in UK maternity services

Desirable

- Working at a regional or national level
- Knowledge of continuity within maternity services
- Knowledge of the place of digital mediums within continuity in maternity services
- Familiarity with the digital work stream
- Familiarity with accessible learning methods

TEAM RCM SKILLS

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

ROLE SPECIFIC SKILLS

- IT Literacy
- Communicating in accessible language
- Innovative

- Collaborative
- Able to gather and analyse information to draw out insight
- Ability to use information to make focused recommendations
- Able to work to project deadlines
- Able to transform a scoping study into an implementation plan
- Delivery focus

RCM BEHAVIOURS

Contributes to an open and honest culture

- Supports, encourages, and motivates colleagues
- Encourages challenge, creativity and innovation
- Leads by example
- Values transparency and consistency
- Understands the role of individual and collective accountability

Actively contributes to RCM strategic objectives

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

Identifies and uses the most appropriate form of communication

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

Takes pride in own development

- Is enthusiastic and committed to achieving high standards and meeting agreed objectives
- Takes an active interest in recognising professional and personal development needs and priorities along side 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.