THE ROYAL COLLEGE OF MIDWIVES

Promoting · Supporting · Influencing

Job Description and Person Specification

Equalities and Research Officer

Responsibility level	Officer
FTE	35 hours per week; permanent
Permanent work location	Office based at either London HQ, Cardiff, Belfast, or Edinburgh, or home based, with expectation of travel to London HQ for meetings as required.
Reporting and accountable to	Reporting to the Employment Relations Officer. Accountable to the Executive Director for External Relations.
Line management responsibilities	N/A
Travel requirements	Travel to meetings in RCM London HQ and Leeds as part of NHS groups and more widely around the country to engage with our members.

Role outline

The Equalities and Research Officer will work closely with the Employment Relations Officer and the Executive Director for External Relations.

You will use your expertise to progress the RCM's equalities and diversity agenda and policy objectives. You will also be the RCM's spokesperson for equalities and diversity when engaging with stakeholders.

Responsibilities

A. To provide equalities and diversity and employment policy expertise to the RCM.
B. To link with the TUC and other stakeholders regarding equalities and diversity and be the RCM spokesperson on such matters.
C. To ensure proactive, flexible, and responsive policy research services which reflects the full range of issues relating to equality and diversity within midwifery.
D. To carry out data analysis.
E. To plan and implement campaigning activities to progress the RCM's equalities and diversity agenda and policy objectives.
F. To lead and contribute to the development of RCM position papers and guidance documents on equality and diversity issues.

G. To lead and contribute to briefings, reports, RCM website content and speeches and to respond to requests for information on appropriate policy matters.
H. To engage and effectively communicate with colleagues within the RCM and with members to ensure that equality, diversity and inclusion is reflected in all facets of policy development.
I. To engage, enhance and develop existing and new relationships between the RCM and stakeholders.
J. Undertake project work, including joint projects with external bodies such as trade unions and other stakeholders as required.
K. Participate within a cross functional team working environment.
L. Provide administrative support to internal working groups relating to equalities and employment issues.
M. Contribute towards and live the RCM Staff Team Vision.
N. Ensure compliance with relevant Data Protection legislation.

Person Specification

	Essential
Educated to degree level	✓
Proven and recent experience of working in a similar role	✓
Knowledge of equalities and employment agenda	✓
Data collection, analysis and report writing	✓
Commitment to and experience in researching and writing on issues of equality, diversity, and inclusion either in work, in volunteering or in activism.	✓
Proven experience in project management	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.