

Senior Officers' Responsibilities 2023

Notes:

- This document contains an overview of the role responsibilities of senior posts where the basic salary exceeds £50,000 per annum.
- Salary range / banding information reflects full time equivalent salaries only and not the officer's actual remuneration.
- Further details relating to any other payments available for each role can be found in the Council's Pay Policy Statement, with actual payment values, where relevant, found in the Borough's Annual Statement of Accounts if applicable.

Top Three Tiers of Senior Management

Tier One

Directorate	Chief Executive
Job Title	Chief Executive
Post Holder	Stephen Evans
Salary Range (£5,000 pay bands)	£180,000 - £184,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	Chief Executive
Responsibilities	<ul style="list-style-type: none"> • Develop the vision and plans to secure a high performing and well managed council. • Work towards the provision of excellent services by personal example, inspirational leadership and empowerment in partnerships. • Lead and manage the council's staff to ensure a corporate and co-ordinated approach is adopted for the provision of services. • Challenge the status quo and current assumptions to break down barriers for future service provision. • Represent the council professionally as its ambassador, negotiator and advocate. • Be Head of the Paid Service.

Tier Two

Directorate	Adult Social Care and Health
Job Title	Executive Director of Adult Social Care and Health (DASS)
Salary Range (£5,000 pay bands)	£140,000 - £144,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	Executive Director
Responsibilities	<ul style="list-style-type: none"> • To lead, as a member of the executive and corporate leadership teams, at the local authority • To lead, manage and develop the council's adult's regulatory transformation and commissioning services to deliver high quality, resident-focused, efficient services that meet the council's objectives and secure continuous and sustained improvements in service delivery. Support the development and delivery of the public health agenda maximising improved outcomes for residents. • To provide system leadership across the whole Health and Social Care agenda ensuring that the council influences the reform agenda in ways which optimise outcomes for our residents. • To lead the delivery of adult social care services, with overall responsibility as the statutory DASS and to provide the Royal Borough of Windsor & Maidenhead with strategic and professional advice and information on all issues relating to adults' services. • A particular focus of the post-holder will be the delivery of the council's transformation programme to ensure that outcomes for adults, their families and carers are improved

	and sustained and delivered through innovative, high-quality, efficient, and cost-effective services.
Directorate	Children's Services and Education
Job Title	Executive Director of Children's Services and Education
Salary Range (£5,000 pay bands)	£135,000 - £139,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	Executive Director
Responsibilities	<ul style="list-style-type: none"> • To lead, as a member of the executive and corporate leadership teams, at the local authority. • To lead, manage and develop the council's children's regulatory, transformation and commissioned services to deliver high quality, resident-focused, efficient services that meet the council's objectives and secure continuous and sustained improvements in service delivery. • To lead the delivery of early help, education, health and children's social care services, with overall responsibility as the statutory DCS and to provide the Royal Borough of Windsor & Maidenhead with strategic and professional advice and information on all issues relating to children's services. • A particular focus of the post-holder will be to ensure the outcomes for children, young people, and their families are improved and sustained and delivered through innovative, high-quality, efficient and cost-effective services and that future demand for services is understood and managed proactively.
Directorate	Place
Job Title	Executive Director of Place Services
Salary Range (£5,000 pay bands)	£130,000 - £134,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	Executive Director
Responsibilities	<ul style="list-style-type: none"> • To lead, as a member of the executive and corporate leadership teams, at the local authority • Take direct responsibility for crafting and maintaining the standards of the Royal Borough of Windsor and Maidenhead. Failure to deliver to high standards or allowing others to operate in a substandard way could result in reputational or financial damage to the council. • Safeguard and promote the welfare of all children/young people and vulnerable adults, including missing children/young people in line with all relevant legislation, statutory guidance, and council policies and strategies. • Manage and monitor Health and Safety within the directorate including compliance with Health and Safety regulations and responding to new Health and Safety guidance as and when required. • To demonstrate the council's Values, displaying a commitment to them in all aspects of work. • Ensure personal compliance with the council's data security policies and procedures. • Maintain awareness of the council's whistleblowing policy and procedures. • Through personal example and action ensure that staff and team operate within the council's comprehensive equality policy.

Directorate	Resources
Job Title	Executive Director of Resources
Salary Range (£5,000 pay bands)	VACANT
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	Executive Director
Responsibilities	<ul style="list-style-type: none"> To contribute to the leadership of the Council in a manner that builds ownership and commitment, connects strategies to action, provides clear accountability, manages performance and delivers results. Provide leadership and management of the specified service in collaboration with relevant parties, to ensure the Council's vision and annual priorities are realized. Actively pursue the engagement of residents and service users in service design, delivery, monitoring and evaluation. Use evidence based practice to transform services securing significant and sustained improvements for residents Lead on joint arrangements with external agencies on strategic planning of joint initiatives.

Tier Three

Directorate	Chief Executive
Job Title	Assistant Director of Strategy
Salary Range (£5,000 pay bands)	£80,000 - £84,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	Assistant Director
Responsibilities	<ul style="list-style-type: none"> To lead, as a member of the executive and corporate leadership teams, at the local authority. To lead, manage and develop the council's policy, strategy, performance, communications, and engagement functions to deliver high quality, resident-focused and efficient services to meet the service's objectives and secure continuous and sustained improvements in service delivery. <p>Lead the Management Team of the above services, in collaboration with the wider council Corporate Leadership Team, Elected Members, directorate employees, external partners, residents and service users to the successful achievement of the Council's vision and priorities.</p>
Directorate	Children's Services and Education
Job Title	Deputy Director of Social Care and Early Help
Salary Range (£5,000 pay bands)	£105,000 - £109,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	Deputy Director
Responsibilities	<ul style="list-style-type: none"> To contribute to the leadership of the organization in a manner that builds ownership and commitment, connects strategies to action, provides clear accountability, manages performance, and deliver results. Provide leadership and management of the entire organization and the specified service, in collaboration with relevant parties, to ensure the organisation's vision and annual priorities are realized. Actively pursue the engagement of residents and service users in service design, delivery, monitoring and evaluation.

	<ul style="list-style-type: none"> • Use evidence-based practice to transform services securing significant and sustained improvements for residents. • Lead on joint arrangements with external agencies on strategic planning of joint initiatives. • Take ownership, as appropriate, of any issues regardless of service management responsibilities.
Directorate	Adult Social Care and Health
Job Title	Assistant Director of Public Health (Deputy DoPH – East Berks)
Salary Range (£5,000 pay bands)	VACANT
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	Assistant Director
Responsibilities	<ul style="list-style-type: none"> • To act as the council's lead and key advisor for public health, providing expert advice to elected members and the Corporate Leadership Team. • To lead the delivery of the council's public health duties to improve the health and wellbeing of the local population and reduce inequalities. • To deliver high-quality and cost-effective resident-focused services to meet the needs of the population. • To work in partnership with others, including the Integrated Care Board, to provide expert public health advice. • To operate as part of the wider public health leadership across East Berkshire and the Frimley Integrated Care Board. • To be the strategic lead for East Berkshire areas of work on behalf of the Strategic Director of Public Health for East Berkshire.
Directorate	Place
Job Title	Assistant Director of Planning
Salary Range (£5,000 pay bands)	£85,000 - £89,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	Assistant Director
Responsibilities	<ul style="list-style-type: none"> • Lead the council in a manner that builds ownership and commitment, connects strategies to action, provides clear accountability, manages performance and delivers results. • Provide leadership and management, in collaboration with relevant parties, to ensure the Council's vision and annual priorities are realised. • Actively pursue the engagement of residents and service users in service design, delivery, monitoring and evaluation. • Use evidence-based practice to transform services securing significant and sustained improvements for residents. • Lead on joint arrangements with external agencies on strategic planning of joint initiatives.
Directorate	Place
Job Title	Assistant Director of Neighbourhood Services
Salary Range (£5,000 pay bands)	£85,000 - £89,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	Assistant Director
Responsibilities	<ul style="list-style-type: none"> • Lead the council in a manner that builds ownership and commitment, connects strategies to action, provides clear accountability, manages performance and delivers results.

	<ul style="list-style-type: none"> • Provide leadership and management, in collaboration with relevant parties, to ensure the Council's vision and annual priorities are realised. • Actively pursue the engagement of residents and service users in service design, delivery, monitoring and evaluation. • Use evidence-based practice to transform services securing significant and sustained improvements for residents. • Lead on joint arrangements with external agencies on strategic planning of joint initiatives.
Directorate	Place
Job Title	Assistant Director of Infrastructure, Sustainability and Economic Growth
Salary Range (£5,000 pay bands)	£90,000 - £94,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	Assistant Director
Responsibilities	<ul style="list-style-type: none"> • Contribute to the leadership the council in a manner that builds ownership and commitment, connects strategies to action, provides clear accountability, manages performance and delivers results. • Provide leadership and management, in collaboration with relevant parties, to ensure the Council's vision and annual priorities are realised. • Actively pursue the engagement of residents and service users in service design, delivery, monitoring and evaluation. • Use evidence-based practice to transform services securing significant and sustained improvements for residents. • Lead on joint arrangements with external agencies on strategic planning of joint initiatives.
Directorate	Place
Job Title	Assistant Director of Housing, Environmental Health and Trading Standards
Salary Range (£5,000 pay bands)	£95,000 - £99,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	Assistant Director
Responsibilities	<ul style="list-style-type: none"> • Contribute to the leadership the council in a manner that builds ownership and commitment, connects strategies to action, provides clear accountability, manages performance and delivers results. • Provide leadership and management, in collaboration with relevant parties, to ensure the Council's vision and annual priorities are realised. • Actively pursue the engagement of residents and service users in service design, delivery, monitoring and evaluation. • Use evidence-based practice to transform services securing significant and sustained improvements for residents. • Lead on joint arrangements with external agencies on strategic planning of joint initiatives.
Directorate	Resources
Job Title	Deputy Director of Finance and Deputy S151 Officer
Salary Range (£5,000 pay bands)	£95,000 – £99,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	Assistant Director

Responsibilities	<ul style="list-style-type: none"> • To lead, as a member of the corporate leadership team, the local authority. • To lead, manage and develop the Council's finance services to deliver high quality, resident-focused and efficient services to meet the service's objectives and secure continuous and sustained improvements in service delivery. • To contribute, as part of the Management Team of the directorate, in collaboration with the wider Council Corporate Leadership Team, Elected Members, directorate employees, external partners, residents and service users to the successful achievement of the Council's vision and priorities. • Where appropriate deputise for and act on behalf of the Director of Resources and S151 Officer.
Directorate	Resources
Job Title	Assistant Director of Human Resources, Corporate Projects and IT
Salary Range (£5,000 pay bands)	£95,000 - £99,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	Assistant Director
Responsibilities	<ul style="list-style-type: none"> • To lead, manage and develop the human resources, IT, corporate projects and complaints service to deliver high quality, resident-focused, efficient services that meet the service's objectives and secure continuous and sustained improvements in service delivery. • To contribute, as part of the Chief Executive Senior Management Team, in collaboration with the wider council Corporate Leadership Team, Elected Members, employees, external partners, residents and service users, to the successful achievement of the council's vision and priorities.
Directorate	Resources
Job Title	Deputy Director of Law and Governance and Deputy Monitoring Officer
Salary Range (£5,000 pay bands)	£90,000 - £94,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	Assistant Director
Responsibilities	<ul style="list-style-type: none"> • Responsible for provision of legal advice and services to the council either directly or commissioned from external providers. • To lead, manage and develop the council's legal services to deliver high quality, resident-focused, efficient services that meet the service's objectives and secure continuous and sustained improvements in service delivery. • To contribute, as part of the Management Team of the directorate, in collaboration with the wider council Senior Leadership Team, Elected Members, directorate employees, external partners, residents and service users to the successful achievement of the council's vision and priorities.
Directorate	Resources
Job Title	Assistant Director of Revenue, Benefits, Library and Resident Services
Salary Range (£5,000 pay bands)	£90,000 – £94,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	Assistant Director

Responsibilities	<ul style="list-style-type: none"> • Lead the Council in a manner that builds ownership and commitment, connects strategies to action, provides clear accountability, manages performance and delivers results. • Provide leadership and management, in collaboration with relevant parties, to ensure the Council's vision and annual priorities are realised. • Actively pursue the engagement of residents and service users in service design, delivery, monitoring and evaluation. • Use evidence-based practice to transform services securing significant and sustained improvements for residents. • Lead on joint arrangements with external agencies on strategic planning of joint initiatives.
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Other Senior Management Roles

Directorate	Resources
Job Title	Head of Pension Fund
Salary Range (£5,000 pay bands)	£80,000 – £84,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 13 Gateway
Responsibilities	<ul style="list-style-type: none"> • To maintain a continuous overview and operational control of the Fund's investment strategy, funding strategy and allocation of assets • Monitor the performance and activities of LPPI in line with the Advisory Management Agreement. • Advise the Pension Fund Committee and Pension Fund Advisory Panel on all aspects of Pension Fund management (in respect of both investment and administration matters) providing technical advice and support as needed • Provide professional oversight and support to the Pension Fund team, Elected Members and Senior officers across the County of Berkshire • Advise, draw up and monitor an 'Investment Strategy Statement' and a 'Funding Strategy Statement' for the Fund. • Act as the point of contact for all the external providers and prospective providers of Pension Fund services to include Independent Advisor's, the Actuary to the Fund and the external Auditor. • To maintain a continuous overview and operational control of the Pensions Administration and Payroll service • Monitor and control the performance of the in-house team providing Pension Administration and Payroll Services, report and action any changes in legislation effecting the Fund with special reference to changes in the Local Government Pension Scheme.
Directorate	Place
Job Title	Building Control Service Manager
Salary Range (£5,000 pay bands)	£70,000 – £74,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 13
Responsibilities	<ul style="list-style-type: none"> • To establish and organise the Building Control function to ensure the provision of a quality, efficient and cost effective Building Control Service to secure a safe, healthy and

	<p>sustainable built environment for the Royal Borough of Windsor and Maidenhead.</p> <ul style="list-style-type: none"> To manage the workload of the Building Control Service to ensure that building control applications are dealt with efficiently, speedily and professionally within statutory guidelines, performance indicators. To ensure that the activities of the service recognise and respond to the needs and requirements of all its customers both directly and indirectly related to Building Control.
Directorate	Resources
Job Title	Chief Accountant
Salary Range (£5,000 pay bands)	£70,000 - £74,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 12 Gateway
Responsibilities	<ul style="list-style-type: none"> Lead and manage the preparation of the annual accounts closedown process and the Council's capital programme and publish in accordance with best practice, within agreed timetables and in accordance with professional and statutory guidelines. Lead and manage the preparation of the Council's capital programme – ensure the programme is budgeted, accounted for, monitored, reported, funded and published in accordance with best practice, within agreed timetables and in accordance with professional and statutory guidelines Develop and maintain the Council's Capital Strategy, Treasury Management Strategy and associated strategies and policies. Provide technical accounting advice and guidance to Finance Team and Service Managers. Lead on treasury and bank reconciliation functions, debt management, management of the Collection Fund, NNDR and related issues. Manage the Accounts Payable and Accounts Receivable functions. Liaise with external networks, government departments and professional bodies to ensure that advice and support to the team and other services are up to date.
Directorate	Resources
Job Title	Senior Business Partner - Finance
Salary Range (£5,000 pay bands)	£75,000 - £79,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 12 Gateway
Responsibilities	<ul style="list-style-type: none"> Lead and manage the preparation of annual revenue and capital budgets in accordance with best practice, agreed timetables and professional and statutory guidelines. Lead and manage the preparation of regular budget monitoring reports for Cabinet and Corporate Leadership Team, within agreed timetables and in accordance with professional and statutory guidelines. Develop and maintain Council's Medium Term Financial Strategy. Lead and manage the business partnering function, ensuring that service managers are advised and supported Prepare financial models, financial tools and reports

	<ul style="list-style-type: none"> Liaise with external networks, government departments and professional bodies to ensure that advice and support to the team and other services is up to date.
Directorate	Resources
Job Title	Solutions Architect
Salary Range (£5,000 pay bands)	£70,000 - £74,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 12 Gateway
Responsibilities	<ul style="list-style-type: none"> Responsible for the design, build, testing, implementation, and on-going internal assurance of every element that makes up the IT infrastructure for the organisation, both in-house and in the "cloud". Including the data centre, servers, firewalls, routers, switches, firewalls, proxy servers, internal local networks, and the connections to external networks and internet connections. Responsible for the design, understanding and approval of all third-party hardware (data centres, security services, cloud services) to provide the organisation with the necessary internal assurance against risk. The role spans supporting the development of the IT strategy, translating business needs into IT solutions, through to operational running of systems, making sure the systems in use are understood and deliver business needs effectively, efficiently, and economically. The role is responsible for the assurance that the risks of major failure or security compromise of all aspects of IT hardware used to deliver services are mitigated. Accountable for the following processes: Enterprise Architecture, Capacity Management, Systems Design & Implementation, Release & Deploy Management and Evaluation
Directorate	Resources
Job Title	Principle Lawyer
Salary Range (£5,000 pay bands)	£60,000 - £64,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 12
Responsibilities	<ul style="list-style-type: none"> Working with and deputizing for the Head of Law to lead the efficient, proactive and cost effective delivery of professional legal service. Provide high level professional / technical advice and guidance in the relevant legal specialism to colleagues, managers and partner agencies to contribute to delivery of the council's objectives and priorities To lead by example in modelling and embedding the council's values and behaviours, working collaboratively with colleagues to build a sustainable highly effective legal service. Provision of training to colleagues, council officers and Members in relation to the relevant legal specialism.
Directorate	Resources
Job Title	Service Lead – HR People Services
Salary Range (£5,000 pay bands)	£65,000 - £69,999

Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 12
Responsibilities	<ul style="list-style-type: none"> • Overall management of the HR People Services teams, delivering services to the council, schools, academies, partner organisations and customers. Including: <ul style="list-style-type: none"> ○ Policy development ○ Payroll ○ HR Recruitment administration ○ HR system development ○ Business reporting and management information ○ Employee benefits ○ Learning and support • Budget management • Employee engagement – trade unions, employee groups • HR Compliance, audit and risk • Management of Compliments and Complaints team.
Directorate	Resources
Job Title	Strategic Lead
Salary Range (£5,000 pay bands)	£65,000 - £69,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 12
Responsibilities	<ul style="list-style-type: none"> • Responsible for overall enterprise technical architectures for the council across multiple technologies. • To plan and deliver the future technology roadmaps. • Take the lead on defining and agreeing support for allocated Directorate and corporate projects • To translate the Council's vision, values and priorities into clear, practical objectives for the delivery of ICT services and to ensure that policies are applied in the operation and development of the service. • The post holder operates with a large degree of autonomy and day-to-day problems are generally handled within the remit of the role, with only more serious issues being escalated. ICT have developed procedures and guidelines, for example Change Control and Daily Infrastructure Monitoring, which cover most regular team activities. • Advising on technical priorities for effective strategic, security and operational management. Additionally deputising for the IT Operations Manager at internal and external meetings. • Review Incidents assigned to the team to ensure that they are processed and resolved within timescales agreed through SLA's that support local performance indicators. Act as primary point of resolution, monitor the status of incidents to prevent avoidable escalation and maintain service levels.
Directorate	Resources
Job Title	Deputy Head of Pension Fund
Salary Range (£5,000 pay bands)	£60,000 - £64,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 12
Responsibilities	<ul style="list-style-type: none"> • To ensure that RBWM as the Administering Authority to the Royal County of Berkshire Pension Fund fulfils its statutory

	<p>duty to provide a high level of compliance and governance with regard to:</p> <ul style="list-style-type: none"> ○ The Local Government Pension Scheme Regulations ○ All other associated pension legislation ○ The administration of the Scheme on behalf of all stakeholders <ul style="list-style-type: none"> • To act as deputy to the appointed person to act as the primary contact for the Administering Authority and scheme employers in all pension related matters
Directorate	Resources
Job Title	Principle Lawyer (Litigation) and Deputy Monitoring Officer
Salary Range (£5,000 pay bands)	£60,000 - £64,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 12
Responsibilities	<ul style="list-style-type: none"> • Working with the Head of Law to lead the efficient, proactive and cost-effective delivery of a professional legal service. In particular, to provide high level professional/technical advice and guidance in the relevant legal specialism to colleagues, managers and partner agencies to contribute to delivery of the council's objectives and priorities. • To lead by example in modelling and embedding the council's values and behaviours, working collaboratively with colleagues to build a sustainable highly effective legal service. • Provision of training to colleagues, council officers and Members in relation to the relevant legal specialism. • Act as the council's Deputy Monitoring Officer
Directorate	Adult Social Care and Health
Job Title	Transformation and Community Service Lead
Salary Range (£5,000 pay bands)	£64,000 - £69,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 11 Gateway
Responsibilities	<ul style="list-style-type: none"> • Develop and implement strategies that champion and deliver innovative organisational change across the council that integrate and are driven by our corporate values and customer needs and expectations. • Take the lead on the strategic plans, development and delivery of objectives within the Corporate and Adult Social Care Transformation Strategies and forthcoming Engagement Strategy • Leading on the development, implementation and expansion of engagement strategies and across RBWM to support local and area-based initiatives with residents and stakeholders. • Provide local leadership and influence for the development of strategies and approaches for engaging local people, partners, clinicians and providers and ensuring that these views are championed and considered in the redesign work with the Leadership Team to further grow and embed a post-COVID-19 Asset Based Community Development approach across all services. • To use expert knowledge of commissioned services to develop a digital community map through integration of existing digital maps.

	Act as the corporate BAME Lead when working with communities
Directorate	Resources
Job Title	Senior Systems Accountant
Salary Range (£5,000 pay bands)	£65,000 - £69,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 11 Gateway
Responsibilities	<ul style="list-style-type: none"> • To collaborate with the Head of Finance, Directors, Accountancy Pool, Corporate Finance, Finance Partners, authority wide users and representatives of the Agresso Development Board, in being instrumental in developing, implementing and operating a First Class ERP system appropriate to a Blue Chip organisation. • To assist in the specification of the most appropriate Financial/HR Payroll systems and selection of the most appropriate available. • To take responsibility for the implementation of specific modules of these systems. • To ensure that the system is maintained and controlled to ensure that consistent, timely and accurate information is available to officers and members.
Directorate	Resources
Job Title	Service Lead – HR Business Partnering
Salary Range (£5,000 pay bands)	£64,000 - £69,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 11 Gateway
Responsibilities	<ul style="list-style-type: none"> • Overall management of the HR Business Partnering Team delivering services to the council, schools, academies, partner organisations and customers. Including: <ul style="list-style-type: none"> ○ All employee relations matters including discipline and absence management, performance etc. ○ Restructuring, redundancy and organizational change ○ Strategic resourcing and recruitment ○ Health and safety ○ Organisational development • Budget management • Employee engagement – trade unions, forums. • HR Compliance and risk
Directorate	Resources
Job Title	Transformation and Digital Service Lead
Salary Range (£5,000 pay bands)	£60,000 - £64,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 11 Gateway
Responsibilities	<ul style="list-style-type: none"> • Lead the development of the council website, digital communications, and resident interactions so they reflect the council's longer term needs and objectives • Develop and implement strategies that champion and deliver innovative organisational change across the council that

	<p>integrate and are driven by our corporate values and customer needs and expectations</p> <ul style="list-style-type: none"> • Work with the Communities Transformation Service Lead to further grow and embed a Asset Based Community Development approach across all services
Directorate	Place
Job Title	Highways Service Manager
Salary Range (£5,000 pay bands)	£65,000 - £69,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 11 Gateway
Responsibilities	<ul style="list-style-type: none"> • To lead, manage and develop the highway contracts, capital programme, network and traffic management, street works and permitting services in order to deliver high quality, resident-focused, efficient services that meet the council's objectives and secure continuous and sustained improvements in service delivery
Directorate	Resources
Job Title	Business Partner - Finance
Salary Range (£5,000 pay bands)	£65,000 - £69,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 11 Gateway
Responsibilities	<ul style="list-style-type: none"> • To support the council in providing services through high-quality Finance Business Partnering to Service Departments. This will include the provision of financial analysis and advice that is relevant, clear, timely and accurate. • Providing expert financial insight and analysis to support work on strategic service and financial plans. • Understanding the Council services, and their key drivers • Preparing budget monitoring reports in partnership with Directorate Management, for Members, Directors, and Management Teams. • Identifying future budget risks and opportunities and ensuring these are adequately planned for. • Playing an active role in development of the budget and the medium-term financial strategy, particularly regarding growth, savings, fees & charges, and inflation. • Managing and developing a small finance team, providing support and mentorship, and instilling high quality customer service, financial and management practices.
Directorate	Chief Executive
Job Title	Service Lead Strategic, Policy, Performance and Insights
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 11
Responsibilities	<ul style="list-style-type: none"> • To support the Corporate Leadership Team and Cabinet to drive the strategic agenda of the council through the development of effective strategic and business planning processes, performance management frameworks, insight and analysis, and policy development. • To work to enable Elected Members and Senior Leadership to work strategically with an emphasis on high-level decision-making and horizon-scanning.

	To manage the Strategy, Policy and Performance unit and associated budgets, ensuring the unit provides a high quality, responsive and enabling service to support the council's successful achievement of its vision and priorities, and continuous service-improvement.
Directorate	Resources
Job Title	Service Lead Libraries and Resident Contact (Face to Face)
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 11
Responsibilities	<ul style="list-style-type: none"> • Lead, manage and develop the council's Library Service. Responsible for c.100 staff and 50 volunteers, 14 static libraries, the Digital Library Offer, collection management and development, the Local Studies Offer, the Information and Enquiry Service, Library Marketing and Communications, Community Development, Library Partnerships and SELMS (South East Library Management System Consortium). • Responsibility for Face to Face Council Customer Services and Resident Contact. • Borough Librarian with responsibility for ensuring the council meets its legislative obligations in line with the 1964 Public Libraries Act and Public Sector Equality Duty (PSED), and meets the requirements for DCMS in its role as superintendent for Public Libraries. • Statutory Responsible Person for Building Safety (RPBS) for library buildings
Directorate	Resources
Job Title	Civic Team Manager
Salary Range (£5,000 pay bands)	£60,000 - £64,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 11
Responsibilities	<ul style="list-style-type: none"> • The day to day management of the Mayor's Office and mayoralty functions and the Facilities Team. • To lead, manage and develop the Royal Borough's programme of civic events and other high profile state/ceremonial occasions within the borough. • Manage a wide range of essential support and other services to the corporate core, service Directorates and to the public. • As part of the Law and Governance Unit the post holder will contribute to the strategic management of the team and division and ensure that the Council's visions and objectives are realised. • Manage and facilitate democratic processes relating to members and the mayor's office and support the elections processes as directed.
Directorate	Place
Job Title	Trading Standards and Licensing Manager
Salary Range (£5,000 pay bands)	£55,000 - £59,999

Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 11
Responsibilities	<ul style="list-style-type: none"> To plan, lead and manage the Council's Trading Standards & Licensing teams and related regulatory and statutory functions within approved budgets and agreed financial framework, and to contribute to the leadership, management and delivery of the Council's Housing, Environmental Health and Trading Standards Service. To make decisions as delegated and/or provide advice to elected Members and external parties on trading standards, licensing and associated regulatory and enforcement matters. To devise, develop and update policies and operating systems and procedures for the service and provide elected Members with advice and guidance on the technical aspects of the service, and to provide reports and policy updates and amendments to the RBWM Licensing Panel and other forums. To be responsible for making decisions relating to all forms of enforcement action undertaken by the Trading Standards & Licensing team including the instituting of legal proceedings, both civil and criminal. To carry out other Housing, Environmental Health and Trading Standards Service functions as required including upon activation of the Emergency Plan, and to lead for RBWM on outbreaks of specific notifiable animal diseases. To Chair and manage the RBWM Safety Advisory Group to ensure events within the Borough are planned and carried out safely and with the oversight of all relevant internal and external services and partners.
Directorate	Resources
Job Title	Procurement Manager
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 11
Responsibilities	<ul style="list-style-type: none"> To provide professional, high quality procurement legislation advice and guidance to the council and its partners. To manage the Procurement team, ensuring it provides quality customer focused support to services, enabling them to plan and implement strategic management of procurement needs and priorities.
Directorate	Place
Job Title	Waste Strategy Manager
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 11
Responsibilities	<ul style="list-style-type: none"> The Council's lead officer for waste management and responsible for developing and implementing strategies for the development of the service and its delivery through third parties together with the creation and implementation of any associated policies.

	<ul style="list-style-type: none"> • Responsibility for the day to day management, monitoring and control of the waste collection contract which is the largest single third party contract within the Borough, along with contracts for the disposal and reprocessing of waste and recycling, to ensure that quality services are provided in an effective, efficient manner within budget and that the requirements, concerns and needs of the residents are met. • Drive continuous and sustained improvements in service delivery ensure that the Borough complies with all its statutory and legislative obligations with particular regard to the environment, health & safety and delivers on its recycling and climate change targets. • Drive the improvement/transformation agenda within the Waste and recycling operation to support the provision of high quality services, to ensure continuous and sustained improvements in service delivery through effective communication and marketing strategies. • To seek out new commercial and shared service opportunities in order to reduce the overall cost of service provision.
Directorate	Place
Job Title	Service Lead Economic Growth
Salary Range (£5,000 pay bands)	£55,000 – £59,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 11
Responsibilities	<ul style="list-style-type: none"> • To develop and oversee the implementation of the Council's strategies for Economic Growth. • Provide leadership and a strong sense of purpose for the Council's new Economic Growth team. Bringing together the existing town centre managers, tourism & visitor management team and museum and arts team into an integrated team. • Work with colleagues across all services to ensure that developments and initiatives reflect the Council's strategy and targets on economic growth. • To lead a programme of engagement with business groups and organisations to understand their objectives and the role of the council in achieving them. • Provide clear, balanced and accurate advice and guidance to elected members on the strategic issues facing the borough in relation to all aspects of economic development. • Ensure that that services are delivered in the most cost effective and efficient way through the best use of technology, flexible working, financial and staff resources.
Directorate	Place
Job Title	Service Lead Sustainability and Climate Change
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 11
Responsibilities	<ul style="list-style-type: none"> • To develop and oversee the implementation of the Council's strategies for a sustainable, carbon neutral borough. • To lead, manage and develop the Council's sustainability approach to deliver high quality, resident-focused and efficient services to meet the Council's objectives and secure continuous and sustained improvements.

	<ul style="list-style-type: none"> To build partnerships to deliver the Council's objectives and targets on sustainability, climate change and being carbon neutral
Directorate	Place
Job Title	Service Lead Transport
Salary Range (£5,000 pay bands)	£60,000 - £64,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 11
Responsibilities	<ul style="list-style-type: none"> To develop and oversee the implementation of the Council's strategies for transport. To lead, manage and develop the Council's approach to transport and deliver high quality, resident-focused and efficient services to meet the Council's objectives and secure continuous and sustained improvements. To build partnerships to deliver the Council's objectives and targets related to transport.
Directorate	Place
Job Title	Environmental Health Service Manager
Salary Range (£5,000 pay bands)	£60,000 - £64,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 11
Responsibilities	<ul style="list-style-type: none"> To lead and manage the Council's Environmental Health Services teams and related regulatory functions. To contribute, as required by the directorate management team, to the corporate and strategic management of the directorate in collaboration with elected members, the wider Corporate Leadership Team, directorate employees, external parties, so as to ensure that the Council's vision, objectives and annual priorities are realised. Drive the improvement/transformation agenda within the service to support the provision of high quality services and to ensure continuous and sustained improvements in service delivery meeting the needs of the residents Lead, motivate and manage the delivery of the Council's regulatory services which include: Environmental Health (Commercial Services and Residential Services), Energy Team, Flexible Home Improvement Loans and the Customer Support Technical Team. To monitor and be responsible for performance managing individuals within the teams to ensure the achievement of agreed performance targets that form part of the team's workloads. Seek development opportunities and provide motivation to the teams. To identify, develop, deliver and implement a portfolio of revenue and capitals budgets providing highly effective and efficient services, which promote, protect, maintain and safeguards customers, residents and businesses health, safety and wellbeing. Represent the Council providing technical guidance on specialist areas of expertise including but not limited to Berkshire Environmental Health Managers group and Berkshire CIEH group.
Directorate	Place

Job Title	Housing Strategy and Inclusion Manager
Salary Range (£5,000 pay bands)	£60,000 - £64,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 10 Gateway
Responsibilities	<ul style="list-style-type: none"> To effectively manage the strategic arm of the Housing Service, working collaboratively with internal and external stakeholders. To deputise for the Head of Housing and Environmental Health in the leadership of Services as required
Directorate	Place
Job Title	Housing Operations Manager
Salary Range (£5,000 pay bands)	£60,000 - £64,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 10 Gateway
Responsibilities	<ul style="list-style-type: none"> To effectively lead the Housing Options, Temporary Accommodation, and Rough Sleeper Pathway teams to ensure that they deliver high quality, innovative, people-focused and value for money services working collaboratively with internal and external stakeholders. To be part of the Housing, Environmental Health & Trading Standards management team and support the Head of Housing and Environmental Health as required
Directorate	Resources
Job Title	Corporate Accountant - Treasury
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 10 Gateway
Responsibilities	<ul style="list-style-type: none"> To provide the Council, its members and officers with the necessary financial advice and information necessary to enable them to carry out their duties and responsibilities To maintain and improve Treasury management function of the Council required to ensure that the Council fulfils its responsibilities under IFRS Code and Accounts & Audit Regulations Lead on VAT advise including the impact on the council's partial exemption position. Liaise with the council's VAT consultants and advise service managers on their VAT queries. Lead on the council's bank reconciliations to make sure it fully reconciles on a monthly basis. To ensure system controls and reconciliations are performed within Treasury functions To provide treasury advisory on the council's investment and borrowing activities maintain YSL (Yield, Security and Liquidity) To maintain treasury strategies reports and develop the council's commercial investment strategy and maintain and review year-on-year. Line manages a team of treasury officers, overall responsibility for banking systems and Income receipting systems Support Chief accountant in the production of Statement of Accounts and the closedown process for the assigned service areas.

Directorate	Place
Job Title	Service Lead Infrastructure
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 11
Responsibilities	<ul style="list-style-type: none"> To lead and coordinate the need for infrastructure provision and the Council's CIL with all stakeholders To take a key role in coordinating the Council's programme of infrastructure development, delivery and funding, working with internal and external partners.
Directorate	Resource
Job Title	Business Partner – Finance
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 11
Responsibilities	<ul style="list-style-type: none"> To support the council in providing services through high-quality Finance Business Partnering to Service Departments. This will include the provision of financial analysis and advice that is relevant, clear, timely and accurate. To manage a team of finance staff to support this role, and to contribute to the development of the wider finance team
Directorate	Resource
Job Title	Service Lead - Revenues
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 11
Responsibilities	<ul style="list-style-type: none"> To provide strategic leadership and effective management to deliver high quality, resident-focused, efficient services and secure continuous and sustained improvements in service delivery for all specialist staff teams providing Revenues functions within the Revenues, Benefits, Library and Resident Services area. These teams include those responsible for: <ul style="list-style-type: none"> Council Tax Business Rates Debt Recovery (Sundry Debt & ASC Debt) To deputise for the Head of Revenues, Benefits, Library & Resident Services as required.
Directorate	Resource
Job Title	Service Lead – Assessment and Social Care
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 11
Responsibilities	<ul style="list-style-type: none"> To provide strategic leadership and effective management to deliver high quality, resident-focused, efficient services and secure continuous and sustained improvements in service delivery for all specialist staff teams providing Assessment and Social Care functions within the Revenues, Benefits, Library and Resident Services area. These teams include those responsible for:

	<ul style="list-style-type: none"> ○ Council Tax Reduction ○ Deputyship & Appointeeship ○ Financial Assessment ○ Housing Benefit ○ Housing Benefit Overpayments ○ Adult Social Care Invoicing <ul style="list-style-type: none"> • To deputise for the Head of Revenues, Benefits, Library & Resident Services as required.
Directorate	Resource
Job Title	Service Lead – Electoral and Democratic Services
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 11
Responsibilities	<ul style="list-style-type: none"> • To manage the Democratic and Electoral Services function of the council in order to deliver high quality, resident focused services. • To ensure the effective and efficient operation of the council's decision-making processes, with a particular focus on the Executive (Cabinet), Overview and Scrutiny and Regulatory Panels, in line with the provisions of the Council Constitution • Strategic planning and responsibility for the delivery of the organisation's electoral registration service and electoral processes including all types of elections and referendums, electoral reviews, community governance reviews and polling places and polling district reviews. • Appointed as the Deputy Returning Officer with full legal powers.
Directorate	Chief Executive
Job Title	Service Lead Communications
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 10
Responsibilities	<ul style="list-style-type: none"> • To lead the communications team, as service lead, developing and delivering an ambitious external and internal communications strategy, and continuing to strengthen the communications function, including through channel and content development, development and implementation of appropriate procedures and protocols, and through improving reach to residents and wider stakeholders. • To work in partnership with Members and officers to embed and strengthen a consistent and high quality approach to communication and engagement, providing advice and building organisational capacity. • To ensure that the communications function supports the delivery of organisational priorities, as set out in the Corporate Plan. • To ensure that all communications have clear objectives, and that communications are designed and targeted effectively, through appropriate channels. Embedding a culture of continuous improvement where monitoring and evaluation informs future learning. • To lead the council's response to issues arising and to media enquiries – leading engagement with local, national and trade media, and making effective use of social media channels and informal communications networks, to ensure that the

	<p>council's position is explained clearly and concisely and that reputation risks are assessed and mitigated effectively.</p> <ul style="list-style-type: none"> • To build and maintain strong relationships with a wide range of officers including the Senior Management Team and Heads of Service, the Leader, Cabinet and wider Members, plus external partners. • To manage the communications team, including developing the skills and capacity of the team.
Directorate	Place
Job Title	Team Manager - Development Management
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 10
Responsibilities	<ul style="list-style-type: none"> • Four posts lead the development management of the Planning Service/ Planning Enforcement and Conservation Team • To lead and manage the agreed business process to deliver effective and efficient determination of planning applications, pre application enquiries and presentation of appeals on behalf of the Royal Borough; to also work with the Head of Planning and other development Management Team Leaders in the effective and efficient delivery of the planning function. • To actively support the Head of Planning in ongoing service improvement plans and in the delivery of the Service Plan and to lead projects that will result in improvements to the service for our residents and customers. • To monitor and be responsible for performance managing individuals within the team to ensure, the achievement of agreed performance targets for all of the applications that form the team's workload.
Directorate	Resources
Job Title	Lead HR Business Partner
Salary Range (£5,000 pay bands)	£60,000 - £64,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 10 Gateway
Responsibilities	<ul style="list-style-type: none"> • Take lead role in providing a strategic, professional and high quality HR business support function to all Directorates, Schools and School Governors. • Enable all services to plan and implement strategic development, transformation and change plans for their workforce and thus deliver their business objectives within reducing budgets. • To be integral in the development and delivery of their people agenda. • Provide the highest level of customer service to all stakeholders. • To provide professional guidance and support and a comprehensive employee relations advisory and support service to Directorates/Schools when escalation is required.
Directorate	Resources
Job Title	Infrastructure Team Leader

Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 10 Gateway
Responsibilities	<ul style="list-style-type: none"> • The Infrastructure Team Leader has primary responsibility for the support and development of the Borough's corporate applications server and network estate delivered through two separate Data Centre's in Maidenhead and Windsor. The move to the cloud will be a key focus of this role going forward. • The Server estate and network support require levels of service delivery that meet the standards set out in Service Level Agreements with customers. The role is responsible for ensuring delivery of those service levels. • The network and infrastructure comprise of the converged voice (telephony) and data networks. The server estate consists of physical and virtual servers. Both of these are fundamental to the delivery of business activities used by the Borough to provide services to staff, residents and other users. • The role is responsible for ensuring effective management and control of all changes (RFC's) to production (live) corporate computer systems including virtual environments, networks, and applications to ensure the continued availability of information technology to Borough staff.
Directorate	Adult Social Care and Health
Job Title	Service Lead – Public Health Contracts and Commissioning
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 10 Gateway
Responsibilities	<ul style="list-style-type: none"> • Develop and coordinate public health programmes as allocated by the Head of Public Health, under minimal supervision. • Assess health needs and interpret evidence. • Manage projects and undertake partnership working to deliver agreed outcomes. • Provide relevant advice to members and officers. • Commissioning and contract management of Public Health services.
Directorate	Resources
Job Title	Infrastructure Development Specialist
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 10 Gateway
Responsibilities	<ul style="list-style-type: none"> • The Infrastructure Development Specialist is responsible for the design, build, testing, implementation, and on-going internal assurance of every single element that makes up the IT infrastructure for the organisation, both in-house and in the "Cloud". • The role spans supporting the development of the IT strategy, translating business needs into IT solutions,

	<p>through to operational running of systems and their security assurance, making sure the systems in use are understood, secure, and deliver business needs effectively, efficiently, and economically.</p> <ul style="list-style-type: none"> The role is responsible for the assurance that the risks of major failure or security compromise of all aspects of IT hardware used to deliver services are mitigated.
Directorate	Place
Job Title	Parking Principle
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 10 Gateway
Responsibilities	<ul style="list-style-type: none"> To be the lead officer, responsible for the development, co-ordination and application of the Parking Strategy and Policy including Resident Parking schemes and Town Centre Parking, Off street and on street Parking Provision. To maximise the availability of on and off-street public car parking provision throughout the Royal Borough. To ensure the service provided is of a consistently high standard. To manage the day to day execution of any contracts for the management of parking operations. To act as the council's ambassador for delivering exceptional parking services In accordance with the RBWM Major Incident Plan, to support the Strategic Director (Operations) in the case of emergencies and as such represent the Local Authority at any bronze/silver level meetings as required. Drive the improvement/transformation agenda within the service and develop capacity in key areas to support the provision of high quality services, to ensure continuous and sustained improvements in service delivery.
Directorate	Place
Job Title	Planning Policy Manager
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 10 Gateway
Responsibilities	<ul style="list-style-type: none"> To lead the delivery of the Council's statutory responsibilities for the production (and implementation) of the Borough Local Plan and related Supplementary Planning Documents and Development Briefs and support the preparation of Neighbourhood Plans within the Borough, in order to assist in delivering high quality, sustainable development. To take day to day responsibility for the work priorities, outcomes and performance of the professional and technical officers in the Planning Policy Team.
Directorate	Resources
Job Title	Senior Lawyer
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 10 Gateway

Responsibilities	<ul style="list-style-type: none"> To contribute to the efficient, proactive and cost-effective delivery of a professional legal service. In particular, to provide high level professional/technical advice and guidance in the relevant legal specialism to colleagues, managers and partner agencies to contribute to delivery of the council's objectives and priorities. To lead by example in modelling and embedding the council's values and behaviours, working collaboratively with colleagues to build a sustainable highly effective legal service. Supervision and training of lawyers and colleagues in relation to the relevant legal specialism.
Directorate	Resources
Job Title	Senior Lawyer
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 10
Responsibilities	<ul style="list-style-type: none"> To contribute to the efficient, proactive and cost-effective delivery of a professional legal service. In particular, to provide high level professional/technical advice and guidance in the relevant legal specialism to colleagues, managers and partner agencies to contribute to delivery of the council's objectives and priorities. To lead by example in modelling and embedding the council's values and behaviours, working collaboratively with colleagues to build a sustainable highly effective legal service. Supervision and training of lawyers and colleagues in relation to the relevant legal specialism.
Directorate	Place
Job Title	CEO and Company Secretary of FHIL Limited
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 10
Responsibilities	<ul style="list-style-type: none"> To provide day to day management for Flexible Home Improvement Loans Limited and coordinate the efforts of more than 40 staff in the 12 member local authorities, including training, ensuring compliance with all legal requirements and resolving all technical, legal and financial queries. To manage existing and future funds, including allocation of mortgage quotas to each local authority, repayments of capital and interest by borrowers and new product development. To plan and execute bids for further grant funding and, at the appropriate time, secure loan funding from private and/or public sector sources.
Directorate	Place
Job Title	Sport and Leisure Service Manager
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 10

Responsibilities	<ul style="list-style-type: none"> • The strategic lead for the client management of the operational contracts for the borough's leisure facilities, to ensure the maximum social and financial value from them, achieving the Council's vision for its residents. • Support the wider development and delivery of the Borough's sport and leisure strategy, which includes the increased physical activity of residents, visitors and business employees, to enable more people, to be more active, more often. Proactively encouraging our communities to be engaged, active and healthier. • Direct and oversee current long-term schemes, and initiate new projects with partners, monitor contracts and delivery by the leisure contract operators, and where appropriate applying for external funding to support local delivery opportunities. • Manage the leisure budgets to maximise opportunity and exploit joint arrangements. • Write reports to review projects and programmes provided either to project funders or to Council, with particular emphasis on improved outcomes for residents and or budget performance.
Directorate	Resource
Job Title	Service Lead – Resident Contact (Telephony)
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 10
Responsibilities	<ul style="list-style-type: none"> • To provide strategic leadership and effective management to deliver high quality, resident-focused, efficient services and secure continuous and sustained improvements in service delivery for the contact centre to ensure that it is operating effectively and within targets.
Directorate	Resource
Job Title	Network Manager
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 9 Gateway
Responsibilities	<ul style="list-style-type: none"> • This post has the primary responsibility for the development and high-level support of the corporate network infrastructure. The networks are in numerous locations including data centres, council offices, out-stations, libraries, community centres and CCTV cameras. • The network infrastructure comprises of the converged voice (telephony) and data networks, which are fundamental to the delivery of business activities used by council staff, residents, businesses and partner agencies. • This role will require working with internal and external resources in order to develop the infrastructure, including the ability to deliver projects and resolve problems in a timely fashion, within specific set budgets
Directorate	Resource
Job Title	Infrastructure Specialist - Networks
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 9 Gateway

Responsibilities	<ul style="list-style-type: none"> • This post has the primary responsibility for the development and high level support of the corporate network infrastructure. The networks are in numerous locations including data centres, council offices, out stations, libraries, community centres and CCTV cameras. • The network infrastructure comprises of the converged voice (telephony) and data networks, which are fundamental to the delivery of business activities used by the Borough, its staff, residents and partner agencies. • This role will require working with internal and external resources in order to develop the infrastructure, including the ability to deliver projects and resolve problems in a timely fashion, within specific set budgets.
Directorate	Adult Social Care and Health
Job Title	Service Lead – Public Health Strategy
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 10
Responsibilities	<ul style="list-style-type: none"> • Lead the Royal Borough of Windsor and Maidenhead public health input into the development, delivery and evaluation of local council and Integrated Care System (ICS) strategies to improve the health and wellbeing of residents and reduce inequalities. This will include (but not be limited to) the Health and Wellbeing Strategy, Corporate Plan and Frimley Health and Care 5-year Strategy. Support the development of the Joint Health and Wellbeing Board and delivery of the strategy • Provide strategic leadership and vision to drive the development, delivery and evaluation of a “Health in All Policies” approach across the council and partner organisations in order to influence the wider determinants of health. This includes work around healthy settings, healthy communities and embedding health throughout the work of the council. • Work collaboratively and creatively across the public health system in Berkshire and with the wider council, NHS partners and other agencies to promote an integrated “whole system” approach to improving health & wellbeing and reducing health inequalities. • Support the Consultant in Public Health with the day-to-day operations of the public health team including deputising for the Public Health Consultant and coordinating public health advice and support to other Council departments and external partners.
Directorate	Resources
Job Title	Infrastructure Security Manager
Salary Range (£5,000 pay bands)	£55,000 - £59,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 10 Gateway
Responsibilities	<ul style="list-style-type: none"> • To ensure the council’s IT security infrastructure, both in-house and within the private cloud environments, are fit for purpose and meet the needs of the council, reflect the council’s IT Strategy and are secure, reliable and meet guidance from central government.

	<ul style="list-style-type: none"> The role is responsible for the assurance that the risks of major failure or security compromise of all aspects of IT hardware and software used to deliver services are mitigated.
Directorate	Place
Job Title	Principal Highways Contract Manager
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 10
Responsibilities	<ul style="list-style-type: none"> To manage the delivery of a portfolio of routine highway management and maintenance services with external service provider support, and ensure that systems are effectively utilised from the following: <ul style="list-style-type: none"> Highways Management & Maintenance Street Lighting Traffic Management Services Highway Design & Transport Professional Services To coordinate, compile and ensure delivery of the highways maintenance capital investment programme and other investment schemes as required
Directorate	Place
Job Title	Traffic Safety Manager
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 10
Responsibilities	<ul style="list-style-type: none"> To effectively manage the Road Safety and Traffic function undertaking statutory functions on behalf of the Borough in relation to the movement of traffic and the safety of road users. To support the development of traffic related Local Transport Plan policies. Lead and implement these policies to improve all traffic activity on the Borough's highway network. To lead on the statutory duty to investigate the cause of road accidents and develop means of improving road safety in the Borough. To manage enquiries from members of the public, parish councils, ward councillors and ensure they are investigated and responded to appropriately.
Directorate	Place
Job Title	Principal Environmental Health Officer
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 10
Responsibilities	<ul style="list-style-type: none"> Lead, motivate and supervise organize coach provide technical guidance and motivate staff working within the Environmental Health/Residential Services team. Implement, supervise, monitor, and review the workload actions and initiatives within the Residential Services Team to improve the performance and development of individuals and the team and ensure its effective and efficient operation. Ensure the Councils statutory and legal obligations and responsibilities relating to Housing, Public Health and Environmental Health and related strategies, policies and projects including other associated functions coming within, or

	<p>assigned to the post are efficiently the remit are effectively discharged in accordance with the council policies and procedures.</p> <ul style="list-style-type: none"> • Provide sound advice and effectively communicate and network with other sections divisions of the Housing, Environmental Health and Trading Standards teams, Adults, Health, and Housing Directorate. Other directorates of the council, Members and with various outside bodies for ensuring compliance and/or consistency with relevant Private Sector Housing, Environmental Health and all relevant legislation associated with the service, • Provide advice and assistance to members of the public, stakeholders, and local businesses, including the investigation and enforcement of customer requests, queries, and complaints. • Ensure that the Residential Services Team complies with all relevant legislation, council corporate standards, service standards, strategies, policies and procedures and any other matters designed to achieve consistency and good practice throughout the council. • Support team members in the appropriate enforcement and legal action in accordance with delegated authority, including preparing legal notices, the carrying out of interviews in accordance with the Police and Criminal Evidence Act 1984 and where appropriate give evidence in court where serious contraventions of the Environmental Health legislation are suspected and public enquires and Tribunals as necessary.
Directorate	Place
Job Title	Community Safety Manager
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 10
Responsibilities	<ul style="list-style-type: none"> • Lead, supervise, organise, coach and motivate staff working within the Community Safety and CCTV Control Room service. • Implement, supervise, monitor and review the workload, performance, actions and initiatives within the Community Wardens, Anti-Social Behaviour and CCTV Control Room teams, to improve the overall performance and development of individuals and the team, and ensure effective and efficient operation. • Ensure the Council's statutory and legal obligations and responsibilities relating to community safety, anti-social behaviour and crime and disorder duties coming within the remit of, or assigned to, the post are efficiently and effectively discharged in accordance with the council's policies and procedures. • Manage and coordinate the Community Safety Partnership and Chair the RBWM Channel Panel to ensure the Councils is meeting it's legal and statutory obligations.
Directorate	Resources
Job Title	Information Governance Manager
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 10
Responsibilities	<ul style="list-style-type: none"> • To lead and develop the strategic and operational aspects of the Information Governance function, including local land charges and the information access regimes (FOI and EIR).

	<ul style="list-style-type: none"> In the statutory role of Data Protection Officer, to be responsible for the organisation's data protection strategy and overseeing the organisation's (and partners') overall compliance with the provisions of the UK GDPR and UK Data Protection Act.
Directorate	Adult Social Care and Health
Job Title	Service Lead – Public Health Programmes
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 10
Responsibilities	<ul style="list-style-type: none"> Develop and coordinate public health programmes as allocated by the Head of Public Health; under minimal supervision. Assess health needs and interpret evidence. Manage projects and undertake partnership working to deliver agreed outcomes. Provide relevant advice to members and officers.
Directorate	Place
Job Title	Principle Building Control Surveyor
Salary Range (£5,000 pay bands)	£60,000 - £64,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	Building Control Surveyor Grade 9 MS
Responsibilities	<ul style="list-style-type: none"> Manage the allocation of inspections/caseloads across the team to ensure statutory and service deadlines are met. Take the lead or provide support for the more complex, high rise/high risk cases. Develop and implement the training programme for the service and mentor other surveyors to support their personal development. Checking plans within the Borough and any partnership applications, for compliance with the Building Regulations and allied legislation within the statutory period, including liaison with other departments. Carrying out regular site visits to works under construction and carry out site inspections subject to a statutory notice within the prescribed period, maintaining comprehensive records. Inspection of dangerous structures and taking the appropriate action as required by the Building Act 1984. Including out of hours. Deputise for the Building Control Service Manager when required
Directorate	Place
Job Title	Senior Environmental Health Officer
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 8 Gateway
Responsibilities	<ul style="list-style-type: none"> Take responsibility as the Lead officer providing technical expertise to fulfil the council's response to infectious disease outbreaks within the Borough including Covid-19. Provide technical guidance, support and expertise to the team, Team Leader, Environmental Health Manager, senior managers, Members of the council and the general public in the specialist areas which include food hygiene and safety,

	health and safety, animal licensing, private water supplies and infectious diseases and any other associated duties within the remit and in accordance with the Council's policies, procedures and standards.
Directorate	Place
Job Title	Principal Planning Policy Officer
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 8 Gateway
Responsibilities	<ul style="list-style-type: none"> To support the delivery of the Council's statutory responsibilities for the production (and implementation) of the Borough Local Plan and related Supplementary Planning Documents and Development Briefs and support the preparation of Neighbourhood Plans within the Borough, in order to assist in delivering high quality, sustainable development. To provide support to the Planning Policy Manager within the Planning Service, including deputising as appropriate and supervising junior staff.
Directorate	Place
Job Title	Environmental Protection Team Leader
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 8 Gateway
Responsibilities	<ul style="list-style-type: none"> Under the general direction of the Environmental Health Manager to provide operational management, leadership, expertise and motivation to the Environmental Protection Team. Provide support and expertise to the Environmental Health Manager, senior managers, Members of the council and the general public in the specialist areas which include and any other associated duties within the remit and in accordance with the Council's policies, procedures and standards.
Directorate	Place
Job Title	Building Control Surveyor
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payment available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments
Pay banding	LP Grade 8 Gateway
Responsibilities	<ul style="list-style-type: none"> To be responsible for processing applications under the Building Regulations and inspecting construction works on site
Directorate	Resources
Job Title	Insurance and Risk Manager
Salary Range (£5,000 pay bands)	£50,000 - £54,999
Other payments available	Where applicable RBWM senior officers may receive employer pension contributions, expenses incurred and election related payments.
Pay banding	LP Grade 9
Responsibilities	<ul style="list-style-type: none"> To develop, implement and review the Council's Risk Financing arrangements to protect the Council's assets and liabilities through appropriate insurance and self-financing policies and procedures.

	<ul style="list-style-type: none">• To draw up, implement, promote and monitor the effectiveness of the Council's Risk Management Strategy and provide specialist professional advice to Members, Senior Management and Officers to control risks that may adversely affect the Council's abilities to achieve its objectives, both strategically and operationally. <p>Manage the Council's Insurance and Risk Management function.</p>
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