

Position Reference	Dept	Team	Category	Post Title	Name (for those above £150k)	Responsibilities	Grade	Actual salary	Rounded 5k	Total in 5k band	Budget held	Reports to	Number of Staff
						The Chief Executive is the Head of Paid Service and the senior officer who leads and takes overall responsibility for the work of the paid staff of the Council. Responsible for a very wide range of statutory services and employs approximately 1800 non schools staff. The Chief Executive works slowly with elected members to deliver: Leadership; to ensure strong and visible leadership and direction, encouraging and enabling managers to motivate and inspire their teams. Strategic direction: ensuring all staff understand and adhere to the strategic aims of the organisation and follow the direction set by the elected members. Policy advice: acting as the principal policy adviser to the elected members of the Council to lead the development of workable strategies which will deliver the political objectives set by elected members. Partnerships: leading and developing strong partnerships across the local community to achieve improved outcomes and better public services for local people. Operational management: overseeing financial and performance management, risk management, people management and change management within the council.	Chief Executive	176214	175000		Directly responsible for £0.4m & indirectly responsible for £160.4m	Chief Executive Reporting Manager	5 direct reports
R3005444	CHIEF EXECUTIVE'S OFFICE	CHIEF EXECUTIVE'S OFFICE	Permanent	Chief Executive	Gillian Norton		Chief Executive	176214	175000		Information displayed on Achieving for Children website	Gillian Norton	see Achieving for Children
R3015448	ECDS DEPARTMENT	ECDS DEPARTMENT	Permanent	Chief Executive and Joint DCS		Information on Achieving for Children Website	AFC Chief Executive and Joint Directors	148263	145000				
						The director is responsible for Adult & Community Services which includes social care services for adults & older people housing, accessible transport, public health services, corporate services including community planning, safety, engagement, performance management & Procurement. The Director leads and takes the responsibility of the work carried out within Development and Street Scene, Property, Parks and Sustainability, Traffic and Transport and Finance and Performance.	Strategic Director	127039	125000		£0.4m (directly) £74.8m indirectly	Gillian Norton	6 direct reports; 601 FTE indirect reports
R3005097	ADULT & COMMUNITY SERVICES	ADULT & COMMUNITY SERVICES DE	Permanent	Director of ACS			Strategic Director	127039	125000				
R3004388	ENVIRONMENT & SUSTAINABILITY	ENVIRONMENT & SUSTAINABILITY C	Permanent	Director of Environment			Strategic Director	127039	125000		25860400	Gillian Norton	5
						Responsible for Financial Services, ICT, Legal, HR, Electoral Services, Customer Services and Cultural Services (Arts and Libraries) and overseeing collection of council tax and business rates. Section 151 Officer	Strategic Director	127039	125000		Overseeing whole Council budget and 3 capital programme. (over next five years).	Gillian Norton	5 direct reports overseeing 290 staff in directly managed services
R3005230	FINANCE & CORPORATE SERVICES	FINANCE & CORPORATE SERVICES	Permanent	Director of Finance			Strategic Director	127039	125000				
						The Assistant Director has leadership of Adult and Community Services on a day to day basis. This division includes services for older people and adults with physical and sensory needs; learning disability; mental health, Careline, Adult Workforce Development, Professional Standards and Performance & Quality Assurance. The Assistant Director is also the Council lead for Adult Safeguarding and programme sponsor for all key adult services programmes relating to service developments and for implementing the Care Act.	Assistant Director 2	96141	95000		£0.8M (directly) £44.4m indirectly	Cathy Kerr	5 direct reports; 146 FTE indirect reports
R3014022	ADULT & COMMUNITY SERVICES	ACS Comm Care Serv	Permanent	Assistant Director, Commissioning Care Services		Responsible for the Commissioning Corporate Policy & Strategy area. This division includes a range of corporate services functions to support the entire Council. These also include Democratic Services, Corporate Policy & Strategy, Community Engagement & Accountability & Corporate Procurement.	Assistant Director 2	96141	95000		£0.1m (directly) £6.6m indirectly	Cathy Kerr	6 direct reports; 74.1FTE indirect reports
R3005785	ADULT & COMMUNITY SERVICES	ACS Comm Corp Pol&Strategy	Permanent	Assistant Director Comm Pol & Stra			Assistant Director 2	96141	95000				
						Responsible for the front line services in housing, including administering the housing register, allocating homes, homelessness and temporary accommodation, the residential Environmental Health Team, and the Home Improvement Agency. Also manage the remaining in house provision of adult care including day centres for the elderly, and people with physical disabilities, and residential homes for people with learning disabilities. Also run a Cafe which employs staff with a learning disability. Currently responsible for the Council's passenger transport service, which includes direct provision of some routes and the oversight of facilitative schemes such as Blue Badges, Taxicard and Freedom Passes.	Assistant Director 2	96141	95000		£15m	Cathy Kerr	180
R3004381	ADULT & COMMUNITY SERVICES	ACS Community Serv Opps	Permanent	Assistant Director Comm Serv Opps		Seconded to Achieving for Children	Assistant Director 2	96141	95000		See Achieving for Children website		See Achieving for children website
R3011895	ECDS DEPARTMENT	Protection and Early Help	Permanent	Joint Assistant Director for Protection and Early Help		Seconded to Achieving for Children	Assistant Director 2	96141	95000		See Achieving for Children website	Robert Henderson	See Achieving for children website
R3017590	ECDS DEPARTMENT	ECDS DEPARTMENT	Permanent	Director of Children's Social Care		Planning Policy, Development Control, Building Control, Regulatory Services, Waste and Recycling, Street Cleansing and Economic Development	Assistant Director 2	96141	95000		£120million	Paul Chadwick	140
R3004738	ENVIRONMENT & SUSTAINABILITY	ENV Development & St Scene	Permanent	Assistant Director Env Dev St Scene		Property, Estates, Construction, Maintenance, Facilities Management, Sport and Fitness, Parks, Cemeteries, Estates, Health, Safety and Resilience, Emergency Planning, Sustainability	Assistant Director 2	96141	95000		£24.5m (inc. Capital)	Paul Chadwick	200
R3005400	ENVIRONMENT & SUSTAINABILITY	ENVProperty,Parks&Sustain	Permanent	Assistant Director of Env Prop Pks Sus		Corporate Accountancy (Budget setting, monitoring, final accounts, financial systems and processes), Revenues and Benefits (Council Tax, Business Rates and Housing Benefit), Corporate Income (collection and allocation of Council income) and Pensions Administration for the Local Government Pension Scheme.	Assistant Director 2	96141	95000		£4.7m for directly managed services	Mark Maidment	5 direct reports (95 staff in total)
R3005698	FINANCE & CORPORATE SERVICES	FINANCE & CORPORATE SERVICES	Permanent	Assistant Director of Finance		Leads and is responsible for staff working within Customer & Information Services which comprises of Customer Services, Arts, Libraries, Electoral Services, Information & Communications Technology & HR shared service.	Assistant Director 2	96141	95000		£1.6m direct & £16.4 indirect	Mark Maidment	7 (2 vacant)
R3013934	FINANCE & CORPORATE SERVICES	FINANCE & CORPORATE SERVICES	Permanent	Assistant Director of Finance & Corporate Services		Responsible for a range of finance and support service functions for Adult and Community Services and managing financial partnership arrangements with the NHS to deliver joined up health and care for borough residents. Director of the South London Partnership with Richmond, Kingston, Merton, Sutton and Croydon Councils	Assistant Director 2	89871	85000		£2.5m (directly) £21.5m indirectly	Cathy Kerr	2 direct reports; 53 FTE indirect reports
R3014943	ADULT & COMMUNITY SERVICES	ACS Finance	Permanent	Assistant Director - Finance & Resource		Public health prevention functions and commissioned services – NHS Health Checks, LiveWell Richmond, Shop Smoking, Healthcare Public Health function, including mandated support to NHS Richmond CCG, Health and Social Care Integration, Public Health Intelligence, Educational Supervisor	AGENDA-Band 9	85535	85000		£439,600 workforce + £1,156,373 contracts		3 direct reports; 8 overall
R3017353	ADULT & COMMUNITY SERVICES	ACS Comm Corp Pol&Strategy	Permanent	Director, South London Partnership		Public health prevention functions and commissioned services – NHS Health Checks, LiveWell Richmond, Shop Smoking, Healthcare Public Health function, including mandated support to NHS Richmond CCG, Health and Social Care Integration, Public Health Intelligence, Educational Supervisor	AGENDA-Band 8D	70631	70000		£439,600 workforce + £1,156,373 contracts		3 direct reports; 8 overall
R3011916	ADULT & COMMUNITY SERVICES	ENHSTUPE Public Health	Permanent	Public Health Consultant		Responsible for Policy, planning, Performance, Quality Assurance, contract monitoring, IT systems and information governance within Adult & Community Services. Is the Caldecott Guardian for Adult and Community Services including Public Health. Also Programme lead for Care Act implementation	BMG3	69999.96	65000		£2.5million	Derek Oliver	5 direct reports; overall 22 staff
R3011917	ADULT & COMMUNITY SERVICES	ENHSTUPE Public Health	Permanent	Public Health Consultant		ICT service and Contract Management; Web Systems; GIS and Address Management Service; Document and Records Management; Information Governance and Security	BMG3	66915	65000		£7 million	Michael Gravatt	6 direct; 31 indirect
R3004711	ADULT & COMMUNITY SERVICES	Performance & Quality Assurance	Permanent	Head of Policy Perf & QA									
R3004275	FINANCE & CORPORATE SERVICES	ICT	Permanent	Head of ICT									

R3004374	FINANCE & CORPORATE SERVICES	Accountancy	Permanent	Chief Accountant	Manages the team that is responsible for budget setting, closing of accounts, external financial reporting, financial advice, treasury management, capital and asset accounting and administration of the Council's financial systems (which includes invoice processing and sundry debt collection).	RMG3	66915	65000	3	£1.2m	Graham Russell	36.8
R3013974	ADULT & COMMUNITY SERVICES	IACS Corp Eng & Accountbty	Permanent	Head of Community Engagement & Accountability	Corporate Performance, Programme and Risk Management, Complaints, FOI and DPA management, Business Information Management, Commissioning Support, Community Engagement and Involvement, including Community Links, Communications contract management	RMG2	61590	60000	12	£1,170,000 plus Communications Contract	Mandy Skinner	Team of 20 plus self, of which 6 direct reports
R3013956	ADULT & COMMUNITY SERVICES	IACS Corp Part & Policy	Permanent	Head of Corporate Partnerships & Policy	Management of Community Safety, Housing Policy, Partnership, Policy, Voluntary Sector Partnership	RMG2	61590	60000	12	2005800	Mandy Skinner	18
R3005909	ADULT & COMMUNITY SERVICES	Democratic Services Dept	Permanent	Head Democratic Services	Democratic Services underpins the governance arrangements of the local authority and comprises committee management and overview and scrutiny functions, Member support services and the Mayor's office.	RMG2	61590	60000	12	£670,700 for Democratic Services, £1,080,600 for Democratic Representation and Management	Mandy Skinner	5 direct; 15 in department
R3018034	ADULT & COMMUNITY SERVICES	Procurement	Permanent	Head of Procurement	Head of Service for the Procurement of Contract for London Borough of Richmond upon Thames	RMG2	61590	60000	12	£1.2 million	Mandy Skinner	21
R3004201	ENVIRONMENT & SUSTAINABILITY	Building Control	Permanent	Head of Building Control	Building Regulations and enforcement, Dangerous Structures, Safety of Sports Grounds, Land Charges, Special Projects.	RMG2	61590	60000	12	Total income budget £1,039,000 Total Expenditure budget £1,092,000	Jon Freer	13
R3004136	ENVIRONMENT & SUSTAINABILITY	Development Control	Permanent	Development Control Manager	To manage the planning service in connection with the processing of all planning applications and providing pre-application advice. In addition, to ensure all planning appeals are defended on behalf of the Council and enforcement complaints are fully investigated.	RMG2	61590	60000	12	£1.83 million	Jon Freer	34 Full Time (7 report direct), plus additional as
R3005749	ENVIRONMENT & SUSTAINABILITY	Construction & Maintenance	Permanent	Head Construction & Maintenance	Responsible for the delivery of the Council's Construction capital and revenue programmes along with Facilities management and maintenance of the estate	RMG2	61590	60000	12	Capital circa £100M Revenue circa £4M	Ishbel Murray	2 (assuming perm direct reports)
R3013955	ENVIRONMENT & SUSTAINABILITY	Parks & Open Spaces	Permanent	Head of Parks, Document & Delivery	163 parks and open spaces, 18000 street trees, 24 allotment sites, 24 Conservation Site	RMG2	61590	60000	12	£3.7M	Ishbel Murray	2
R3006046	FINANCE & CORPORATE SERVICES	ICS Audit	Permanent	Head of Int Audit & Invest	Internal Audit, Corporate Fraud (oversight – fraud work now delivered by South West London Fraud Partnership)	RMG2	61590	60000	12	£1m	Mark Maidment	Direct reports = 2, total reports = 17
R3012762	FINANCE & CORPORATE SERVICES	ICS Audit	Permanent	Head of Internal Audit and Deputy Head of Shared Service	Deputy to Head of Internal Audit, Corporate Fraud, shared role	RMG2	61590	60000	12		Alix Wilson	
R3015366	ADULT & COMMUNITY SERVICES	Assessment and Commissioned Ser	Permanent	Head of Assessment & Commissioned Services	Richmond and Barns Adult social service team, Teddington and Twickenham Adult social services team, Brokerage team, Professional Practice leadership and development team, oversight of specific contracts e.g. Home support, rehabilitation support, SOS support.	RMG2	60324	60000	12	£20M	Derek Oliver	4 direct; 79 overall staff
R3016745	ADULT & COMMUNITY SERVICES	Early Intervention, Prevention & Re	Permanent	Head of Early Intervention, Prevention & Rehabilitation	Responsible for initial assessments, and a range of responsive and planned support services within ACS Commissioning Care Services.	RMG2	60324	60000	12	£3.5M	Derek Oliver	3
R3015363	ADULT & COMMUNITY SERVICES	Learning Disability and Mental Heal	Permanent	Head Of Learning Disability & Mental Health	Leads & is responsible for learning disabilities & mental health team.	RMG2	58331	55000	8	ibc	Derek Oliver	6 (2 vacant)
R3016068	ADULT & COMMUNITY SERVICES	Joint Commissioning Collaborative	Permanent	Head of Commissioning Adults - JCC Transition Support	Overight of Commissioning of services for adults, including Emergency Care, Early Intervention and Prevention services, Primary care.	RMG1	57363	55000	8	ibc	David Sykes	4
R3013305	ADULT & COMMUNITY SERVICES	HNSTUPE Public Health	Permanent	Public Health Principal	The Public Health Principal is responsible for the management of the public health team members, advising Council officers & Councillors on all matters health, commissioning a specified list of Public Health services.	RMG1	57363	55000	8	ibc	Anna Bryden	1
R3014236	ENVIRONMENT & SUSTAINABILITY	Highway Infrastructure	Permanent	Highway Infrastructure Manager	Head of Service responsible for planned highway maintenance, capital highway projects, street lighting, structures as well as traffic issues.	RMG1	57363	55000	8	up to £10M (varies widely annually)	Graham Beattie	20 in team of which 2 are direct reports
R3005549	ENVIRONMENT & SUSTAINABILITY	Programme Management Office	Permanent	Lead Project Manager Academies	Project management for building works associated with Academies	RMG1	57363	55000	8	ibc	David Sharp	ibc
R3016992	FINANCE & CORPORATE SERVICES	FINANCE & CORPORATE SERVICES	Permanent	Principal HR Manager	Coordination of transition of HR Services into SSA and corporate lead on HR matters	RMG1	57363	55000	8	not applicable	Michael Gravatt	1
R3012713	ADULT & COMMUNITY SERVICES	Joint Commissioning Collaborative	Permanent	Head of Commissioning Adults	Commissioning health and social care services for the adult population	RMG1	56367	55000	8	LA £1.3m; CCG £23m	David Sykes	7 (4 vacant)
R3017340	ENVIRONMENT & SUSTAINABILITY	Programme Management Office	Fixed Term	Programme Manager	To provide general Programme management support and advice as needed.	RMG1	55383	55000	8	ibc	David Sharp	ibc
R3014020	ADULT & COMMUNITY SERVICES	Customer Services Team	Permanent	Head Of Customer Service	Operational management of the customer services team	PO9	54402	50000	12	ibc	Mandy Skinner	ibc
R3016050	ENVIRONMENT & SUSTAINABILITY	Intelligent Client Function	Permanent	Contracts Manager	Management and monitoring of a range of Contracts held by the Council	PO9	52425	50000	12	ibc	David Sharp	ibc
R3017746	ENVIRONMENT & SUSTAINABILITY	Sports & Fitness	Permanent	Head of Sports and Fitness	Overight of all aspects of the Sports and fitness services delivered by the Council	PO9	52425	50000	12	ibc	Ishbel Murray	ibc
R3015816	FINANCE & CORPORATE SERVICES	Electoral Services Team	Permanent	Electoral Services Manager (PO9)	Management of the Election processes	PO9	52425	50000	12	ibc	Michael Gravatt	ibc
R3017786	ADULT & COMMUNITY SERVICES	HNSTUPE Public Health	Temporary Secondee	Public Health Principal	The Public Health Principal is responsible for the management of the public health team members, advising Council officers & Councillors on all matters health, commissioning a specified list of Public Health services.	PO9	51441	50000	12	ibc	Anna Raleigh	c4
R3004627	ADULT & COMMUNITY SERVICES	IACS Corp Eng & Accountbty	Permanent	Corporate Complaints Manager	Management of all corporate complaints	PO8	50451	50000	12	ibc	Hilary Morse	3
R3005905	ENVIRONMENT & SUSTAINABILITY	Development Control	Permanent	Assistant Development Control Manager	To assist in the management of the planning service in connection with the processing of all planning applications and providing pre-application advice. Also organising appeal processes and ensuring enforcement complaints are fully investigated.	PO8	50451	50000	12	£1.5M	Robert Angus	7 direct reports, c30 indirect.
R3015537	ENVIRONMENT & SUSTAINABILITY	Integrated Transport	Permanent	Integrated Transport Manager	Transport policy/strategy/planning, transport development control, road safety education, school travel planning	PO8	50451	50000	12	c1.5M	Graham Beattie	ibc
R3005253	ENVIRONMENT & SUSTAINABILITY	Parking Services	Permanent	Head of Parking Services	Management of parking services	PO8	50451	50000	12	ibc	Graham Beattie	ibc
R3006022	FINANCE & CORPORATE SERVICES	ICS Audit	Permanent	Audit Manager	Operational management of the Audit team	PO8	50451	50000	12	ibc	Alix Wilson	ibc
R3004193	FINANCE & CORPORATE SERVICES	Accountancy	Permanent	Head of Financial Systems	Operational management of financial systems	PO8	50451	50000	12	ibc	Steven Carter	ibc
R3004203	FINANCE & CORPORATE SERVICES	Accountancy	Permanent	Head of Capital Finance	Overight of systems relating to capital finance	PO8	50451	50000	12	ibc	Steven Carter	ibc