

# Role Profile

## Part A - Grade & Structure Information

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| <b>Job Family Code</b> | <b>12PE</b> | <b>Role Title</b>                    | <b>Public Health Intelligence &amp; Insight Team Lead</b>  |
| <b>Grade</b>           | PS12        | <b>Reports to (role title)</b>       | <b>Public Health Consultant (Intelligence and Insight)</b> |
|                        |             | <b>Directorate / School</b>          |  |
| <b>JE Band</b>         | 519-613     | <b>Service / Department</b>          | <b>Public Health</b>                                       |
|                        |             | <b>Date Role Profile was created</b> | <b>Aug-25</b>  |

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

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| <b>Role Purpose</b><br>including key outputs           | <p>This role provides leadership, mentorship and technical support to a team of public health analysts in the delivery of robust, automated and reproducible intelligence and insight products. It also provides expert advice and guidance on epidemiological, statistical and technical matters, supporting public health and system partners to make intelligence-driven decisions to improve health outcomes and reduce health inequalities. Key outputs for this role include:</p> <ul style="list-style-type: none"> <li>•To lead a team of public health analysts; teaching, training and providing technical advice.</li> <li>•Line management of public health intelligence managers.</li> <li>•Supporting the delivery of statutory duties such as the Joint Strategic Needs Assessment (JSNA) and Pharmaceutical Needs Assessment (PNA).</li> <li>•Oversight of the development, management and querying of public health statutory datasets</li> <li>•Oversight of the development of data science approaches and data systems within the Public Health Team.</li> <li>•Ensure that intelligence products are produced in compliance with appropriate legal and ethical frameworks.</li> </ul> |
| <b>Work Context</b>                                    | <p>The Public Health Intelligence and Insight Team (PHIIT) provides intelligence services on population health to inform the commissioning of public health and care services, as well as bespoke analyses to provide insight on specific epidemiological and healthcare related questions. PHIIT not only provides intelligence to the wider public health team but also other teams within the Council, health partners and the Surrey Health and Wellbeing Board. The lead for the Public Health Intelligence and Insight Team (PHIIT) would be working collaboratively with stakeholders including health colleagues and other analyst teams across Surrey.</p> <p>The team promotes excellent IT skills and has a strong foundation in automation and building reproducible analytics. Robust information governance in collaboration with other departments is a key responsibility for the team.</p>  |
| <b>Line management responsibility</b><br>if applicable | The postholder will line manage the public health intelligence managers. There will be a need to matrix manage other analytic staff in the delivery of complex analytic projects   |
| <b>Budget responsibility</b><br>if applicable          | Indirect impact on wider staff budget and direct impact on project budgets where applicable.   |

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| <b>Representative Accountabilities</b><br>Typical accountabilities in roles at this level in this job family                | <p><b>Service Development</b></p> <ul style="list-style-type: none"> <li>• Manage delivery of high quality services in line with strategy and business plans, and review the operations to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and more efficient service delivery.</li> <li>• Develop and implement initiatives to generate income and stimulate public interest.</li> </ul> <p><b>Planning &amp; Organising</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development and ensure implementation and evaluation of longer term plans and proposals for the future scope and scale of the service in line with organisational strategy.</li> <li>• Ensure the execution of major projects and reviews to high professional standards and best practice.</li> </ul> <p><b>Analysis, Reporting &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>• Instigate monitoring and reporting processes to inform and ensure that the service is effective, compliant, responsive and of high quality.</li> </ul> <p><b>Finance/Resource Management</b></p> <ul style="list-style-type: none"> <li>• Plan, control and monitor allocation and use of allocated budget/resources/funding effectively to ensure maximum value is delivered.</li> </ul> <p><b>Work with others</b></p> <ul style="list-style-type: none"> <li>• Liaise internally and externally to ensure the department/service issues are appropriately represented and acted upon to enhance service delivery.</li> <li>• Work with a range of agencies and partners to develop services in line with government policies, and to promote and coordinate initiatives.</li> </ul> <p><b>People Management</b></p> <ul style="list-style-type: none"> <li>• Manage the service delivery of teams and units to ensure all relevant annual targets and goals are delivered within budgetary/resource constraint.</li> <li>• Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements.</li> </ul> <p><b>Duties for all</b></p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To be responsible for ensuring health &amp; safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p> |
| <b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>                                | <ul style="list-style-type: none"> <li>• Degree or equivalent professional qualification plus substantial experience at senior management level in specialist area.</li> <li>• Extensive knowledge of the service/functional area.</li> <li>• Excellent understanding of the methodology and technology needed to promote and maintain exemplary customer service.</li> <li>• Deep knowledge and awareness of broader contextual factors affecting national service delivery.</li> <li>• Thorough understanding and experience of project management.</li> <li>• Proven ability to exercise evaluative judgement appropriately.</li> <li>• Ability to manage budgets and available resources to deliver effective support to their area of responsibility.</li> <li>• Strong written and oral communication and interpersonal skills with high level negotiation and influencing skills, and the ability to build effective relationships with colleagues and a range of external partners.</li> <li>• High level problem solving and analytical skills.</li> <li>• Wide and proven experience in successful leading, motivating, coaching, mentoring and developing staff.</li> </ul>  |
| <b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b> | <ul style="list-style-type: none"> <li>• Holds master's degree in a discipline relevant to Public Health, Health Information, Statistics, Data Science or Epidemiology</li> <li>• Experience in leading an analyst team, preferably in a public health or health and care setting.</li> <li>• Ability to interpret high complex information, often contradictory, through the application of statistical methods, its interpretation and communication to inform and guide decision making.</li> <li>• Significant experience in the use of statistical software (such as R), programming (SQL, Python), and data visualisation tools such as Tableau or Power BI</li> <li>• Up to date knowledge of current public health intelligence sources and public health policies.</li> <li>• Understanding of information governance and associated legal requirements</li> <li>• Excellent communication skills, both written and verbal, to communicate with people of all levels</li> <li>• Ability to manage ambiguity and to persist when working in complex and evolving organisational environment</li> <li>• Ability to work and travel across Surrey</li> </ul>  |

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| <b>Role Summary</b>     | Roles at this level manage and develop a customer or public engagement service for the benefit of Surrey's residents and/or to support organisational objectives. They are likely to contribute to strategy development in their areas of expertise. Planning takes place over a longer period (year or more). They will require a full understanding of a professional or specialised field and will work with those both inside and outside the organisation, to influence the development of services or delivery of specific projects or organisational objectives. Roles at this level require extensive management experience and high level expertise within their particular functional area, working to broad parameters and policy guidance. They exercise flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance. |
| <b>Reference Number</b> | BM-2025-341   |

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