

Role Profile

Part A - Grade & Structure Information

Job Family Code	9BF	Role Title	Lead Data Scientist
Grade	PS9	Reports to (role title)	Business Intelligence Manager
JE Band	314-370	Directorate / School	Communities Protection and Emergencies
Date Role Profile was created	Jun-26	Service / Department	Data Insight
<u>Agile</u>	Information	<u>DBS Requirement</u>	Standard

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.

Role Purpose including key outputs	To lead the development and application of data science capability across the organisation, ensuring advanced analytical methods, robust data practices and innovative approaches are used to generate insight, improve services and support evidence-based decision-making. The postholder will provide expert technical leadership across data science, data engineering, ethics, privacy and product delivery, ensuring data science products and services are effective, scalable, compliant and aligned to organisational priorities. This role will also champion continuous improvement, professional standards and the development of data science capability across teams and stakeholders Key accountabilities / key outputs: -Lead the design, development and delivery of data science products, models, reports and dashboards that support organisational priorities and decision-making. -Apply advanced statistical, analytical and scientific methods to extract insight from complex data across the full data lifecycle. -Ensure data science solutions are technically robust, scalable, maintainable and aligned to user and business needs. -Provide expert advice on data engineering, data preparation, transformation and architecture requirements for data science products. -Promote and oversee compliance with data ethics, privacy and relevant legislation, embedding these principles in products, services and policy development. -Drive innovation by identifying opportunities to improve how data science is used across the organisation and by challenging existing approaches where appropriate. -Build organisational capability by coaching others and championing the value of data science.
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Work Context	Surrey Fire and Rescue Service works to keep people, property and the environment safe through prevention, protection and emergency response activities. The Service reduces community risk by providing fire safety education, enforcing fire safety legislation, and responding to fires, road traffic collisions, floods and other emergencies. This role is based within the Data Insight Team, which provides analysis, performance reporting and risk intelligence to support evidence-based decision-making across Surrey Fire and Rescue Service. The team transforms data into actionable insight, helping the Service understand community risk, monitor performance and improve outcomes for residents, businesses and firefighters. Working across all areas of the Service, this role supports a wide range of operational and corporate functions by providing high-quality analysis, insight and data-driven recommendations to inform decision-making and service improvement. The role is based at Woodhatch Place, Reigate and requires occasional travel to other sites. The role holder would be expected to work in the office 2 days per week with the option to work at home for the remainder, subject to business need.
Line management responsibility if applicable	Will have line management responsibility for a number of staff.
Budget responsibility if applicable	There is no budgetary responsibility for this role.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Analysis, Reporting & Documentation • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. Service Delivery • Maintain, develop and review systems, processes, procedures and working methods to maximise service quality, efficiency and compliance. • Provide specialist/professional advice and recommendations within specific parameters to support informed decision making. Planning & Organising • Plan workloads and secure resources to enable the team/s to achieve a quality service. • Lead projects and reviews within a defined area of work as directed by their manager to support and enhance service delivery. Finance/Resource Management • May assist with budget/resource management in accordance with the organisation's policies and procedures. • May have delegated responsibility for a budget(s). Work with others • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service.

	People Management • May manage a team operating in a well defined specialist area or oversee the delivery of a range of support services to a service or function. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. And/Or • Operate as an individual responsible for the delivery of a high level/complex service. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To be responsible for ensuring health & 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. To have regard to and comply with safeguarding policy and procedure as appropriate.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. • Professional qualification, or able to evidence knowledge and understanding of appropriate business disciplines. • Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles). • Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Ability to work on own initiative, with solution focused problem solving skills. • Ability to manage a range of projects through to completion. • Previous practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Previous management experience including staff supervision, development and organisational skills (where appropriate).
Details of the specific qualifications and/or experience if required for the role in line with the above description	- Satisfactory Standard DBS clearance is required - Experience in identifying opportunities to deploy knowledge of data science techniques - Driving collaboration with others in support of organisational objectives - Communicate and present effectively - Inquisitive, innovative, and adaptable - Challenge the status quo, delivery plans, and priorities based on insight
Role Summary	Roles at this level are often professionally qualified roles, specialists, or project officers providing advice and support to their customers, or lead and manage the work of larger teams. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. They will have a fair degree of autonomy and work closely with customers, staff, partners, third parties agencies and/or contractors and have a primary role ensuring their services achieve the agreed service standards in a cost effective way and in improving quality standards. Forward planning could be for months ahead and the role will contribute to longer-term development. Work requires the consideration of future implications beyond the immediate problems.

Reference Number	BM-2026-253
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