



Corporate Fraud Officer Grade H/I

Group: Resources and Digital

Location: Civic Centre

Service: Internal Audit & Risk

Line Manager: Senior Audit & Risk Officer / Audit & Risk Manager

Car User Status: Casual

Job Purpose

To support the delivery of the corporate counter fraud activity. Responsible for the prevention, detection and investigation of possible fraud delivered in accordance with the Council's counter-fraud strategy. To assist in the preparation and review of Corporate Fraud plans with the aim of achieving continuous improvement in line with service and corporate objectives.

The key roles of this post will include:

1. To be conversant with fraud legislation and criminal law and maintain a working knowledge of legislation and practices, ensuring the service develops, improves and reacts to any changes.
2. To investigate cases in accordance with relevant legislation and procedures and ensuring relevant personal subject knowledge is at a high level and actively maintained.
3. Where required, carry out interviews with regard to potentially fraudulent and irregular activity in accordance with the Council's counter-fraud strategy. Interview persons under caution in accordance with the Police and Criminal Evidence Act 1984 and associated Codes of Practice, where fraud is suspected.
4. Maintain accurate records on investigations, visits and sanctions. Prepare and maintain case files, risk assessments, enquiry justifications, reports, statements, interview transcripts and other documentary evidence to support prosecutions and/or other administrative action resulting from investigations, with due compliance to the Criminal Procedures and Investigations Act 1996.
5. Where applicable, carry out surveillance in accordance with the Regulation of Investigatory Powers Act 2000 and associated Codes of Practice.
6. To attend any civil or internal disciplinary hearings to provide witness statements if necessary, following any corporate fraud investigation. Where required, attend court on behalf of the Council and be prepared to stand trial as the primary witness.



7. Establish and maintain effective liaison with other Councils, stakeholders, partners and other bodies. To undertake joint investigations with other external agencies in line with Joint Working Agreements.
8. Conduct pro-active pieces of corporate fraud work and investigate individual cases where suspected fraud is identified.
9. To assist in the prevention of fraud by identifying areas of weakness and assisting in promoting an anti-fraud culture, whilst closely working with Internal Audit colleagues to identify potential control weaknesses in Council systems.
10. To actively assist in the management of fraud work, with a view to ensuring all activities are undertaken to a high standard in line with best practice, legislation, CIPFA Counter Fraud Centre guidance and Council policy.
11. Assist in the preparation and delivery of fraud awareness to Members, internal staff, stakeholders and partners as necessary.
12. To maintain a continuous dialogue with the division's management in respect of progress against ongoing work objectives and assist in ensuring the Corporate Fraud team performance is maintained.
13. To ensure that all work carried out, within the post holders areas of responsibility is performed in accordance with the Councils health and safety policy.
14. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge and Experience

Essential

Grade H

Qualifications:

- AAT qualified **or**
- Equivalent level qualification in an investigative field.

Experience of:

- Local government finance environment.

Grade I

Qualifications:

- Relevant counter fraud qualification.

Experience:

- Minimum 1 year satisfactory post qualification experience.
- Fulfilment of any relevant competency framework.

Desirable

Knowledge of:

- Counter fraud environment.
- Fraud legislation and criminal law.

Experience of:

- Counter fraud environment.
- Carrying out interviews.
- Preparing and presenting reports.



Competencies

Self Awareness	Is self-aware, learns continuously and adapts behaviour in response to feedback.
Personal Effectiveness	Makes things happen, operates with resilience, flexibility and integrity.
Communication	Shares and listens to information, opinions and ideas using a range of effective methods.
Delivering Results	Promotes customer focused service delivery. Plans and prioritises and learns from mistakes.
Joined Up Working	Promotes collaborative relationships with other services and colleagues in order to improve service delivery.
Improving Delivery	Seeks out the best way to deliver services, promotes innovation and learning and manages risks.
Motivating Teams and Individuals	Creates the right environment for teams and individuals to perform at their best.
Managing Team and Individual Performance	Gives clear direction and feedback to maximise performance.
Managing Diversity	Treats individuals with respect and consideration, takes employee policy and practice seriously.