

Northumberland County Council

JOB DESCRIPTION

Post Title: Corporate Fraud Investigator	Director/Service/Sector Finance Group/Financial Services/ Revenues and Benefits		Office Use
Band: 7	Workplace:		JE ref: 2812 HRMS ref: FS4.2.2.1
Responsible to Corporate Fraud Manager	Date: 18 February 2014	Manager Level:	
Job Purpose: To assist the Corporate Fraud Manager investigate and prevent fraud and corruption within or against NCC in order to protect public funds			
Resources	Staff	None	
	Finance	None	
	Physical	Office Equipment	
	Clients	NCC employees, members, contractors and members of the general public	
Duties and key result areas: <div>1. To assist the Corporate Fraud Manager and ensure an efficient and effective corporate fraud investigation service is provided.</div> <div>2. To receive, consider and investigate allegations of fraud from a variety of bodies and ensure case files are of a high standard.</div> <div>3. To control a diverse case load and deal with changing prioritisation as directed by the Corporate Fraud Manager.</div> <div>4. To act as an Authorised Officer for enquiries involving external bodies.</div> <div>5. Undertake interviews including interviews under caution, making a complete and accurate record and in accordance with the Police and Criminal Evidence Act 1984 (PACE) and obtain witness statements to a prosecution standard where appropriate.</div> <div>6. Create and maintain accurate records, in line with legislative requirements and best practice, for all investigations.</div> <div>7. Consider cases of admitted, apparent or proven fraud; recommend sanction, civil or prosecution action in line with the Council policy.</div> <div>8. To facilitate the prosecution of offenders by gathering evidence and preparing cases, or for taking civil action.</div> <div>9. Adhere to the Council’s Code of Conduct when dealing with members of the public, particularly when undertaking home visits.</div> <div>10. Establish and maintain liaison with all Council Departments on matters relating to corporate fraud.</div> <div>11. Take part in authorised surveillance where appropriate to obtain evidence in accordance with the requirements of the Regulation of Regulatory Powers Act (RIPA) 2000.</div> <div>12. Attend Magistrates and Crown Court or tribunal hearings as a witness where necessary.</div> <div>13. To provide Corporate Fraud Awareness training where required.</div> <div>14. To attend team meetings and performance review meetings as required.</div> <div>15. Assist in project work where required and keep up to date with changing legislation</div> <div>16. Ensure output of work is in line with service standards and data protection principles</div>			
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.			
Work Arrangements			
Transport requirements: Working patterns: Working conditions:	Full valid driving licence Flexible		

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PERSON SPECIFICATION

Post Title: Corporate Fraud Investigator	Director/Service/Sector Finance Group/ Financial Services/ Revenues and Benefits	Ref: 2812 FS4.2.2.1
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> • 4 GCSE's or equivalent inc Maths and English • In depth knowledge of council tax support and legislation and regulations of corporate counter fraud • Knowledge of the main operational, procedural and practical issues relating to service areas • Awareness and commitment to proactive customer care • Awareness of the Data Protection Act • Working knowledge of best practise in service delivery • Professionalism in Security (PINS) 1 - 7 • Police and Criminal Evidence (PACE) and the CPIA (Criminal Procedures and Investigations Act and RIPA (Regulation of Investigatory Powers Act) 	<ul style="list-style-type: none"> • IRRV Technician • Evidence of professional development 	(a)
Experience		
<ul style="list-style-type: none"> • Experience of Investigation work in a local authority • Experience of being part of a team • Experience of providing files for legal action • Experience in applying relevant supervisory methods, tools and techniques • Experience of dealing effectively with others 	<ul style="list-style-type: none"> • Experience of collaborative working • Experience of building partnerships • Experience of setting targets and monitoring performance 	(a) (i) (r)
Skills and competencies		
<ul style="list-style-type: none"> • Excellent communication skills both written and verbal • Good Listening skills • Well developed IT skills • Ability to work to deadlines • Ability to work as part of a team • High degree of confidentiality required • Ability to keep accurate computerised and written case files • Organisational and time management skills • Diplomacy, tact, influencing and negotiating skills • Must be numerate and able to understand reason with complex business related statistics • Apply a methodical approach to problem solving • Ability to remain calm and logical in stressful and difficult situations • Ability to work on own initiative to overcome day to day operational problems • Help create a positive work culture in which diverse, individual contributions and perspectives are valued 		(a) (i) (r)
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Ability to work on own initiative • Must be punctual and reliable 		(a) (i) (r)

<ul style="list-style-type: none"> Must be able to investigate allegations fairly and without undue emotional involvement, including dealing with people displaying fear, hostility or exaggerated playing for sympathy 		
Other		
<ul style="list-style-type: none"> Full driving licence 		(a)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits