

JOB DESCRIPTION

POST: Corporate Fraud Investigator	POST NO: RF98/RF103
DIRECTORATE/DIVISION: CORPORATE FINANCE, CORPORATE FRAUD	
SCALE: SCALE G/H (CAREER GRADE)	

ANY SPECIAL CONDITIONS:

(a) Career Grade

Scale G - Postholder has the ability to undertake most day to day duties of the post but still needs additional training, supervision and/or experience.

Scale H - Postholder has qualified within 'The Government Counter Fraud Profession' and is able to carry out their full duties with minimal supervision.

Progression from one scale to another is at the discretion of the Operational Benefit & Corporate Fraud Manager

SPECIFIC DUTIES OF POST Continued

(c)

- (r) To ensure that all duties are carried out in compliance with both environmental legislation and a commitment to the Council's Environment Policy.

NOTE: The duties listed are in general terms only and detailed variation in job content may be expected to occur.

AMENDMENT DATE: February 2025

POSTHOLDER'S SIGNATURE:

CANDIDATE SPECIFICATION

(This is for information only and should be retained by the applicant)

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CHARACTERISTIC	SPECIFICATION	
	ESSENTIAL	DESIRABLE
SKILLS/ABILITIES	<p>Ability to problem solve</p> <p>Well organised with ability to manage a case load and prioritise work</p> <p>Sharp observational skills</p> <p>Excellent communication skills, both written and verbal, adapting style to suit the needs of the customer</p> <p>Good analytical skills</p> <p>Computer literate and able to learn quickly new packages/ systems/filing systems</p> <p>Strong interviewing skills</p> <p>Strong reasoning skills</p>	
KNOWLEDGE	<p>Working knowledge of the principles, methods and techniques of investigation</p> <p>Working knowledge of statutes concerning the range of offences committed, e.g. Theft Acts, Criminal Attempts Act and Social Security Acts and Rules of Evidence</p> <p>Working knowledge of PACE and CPIA</p> <p>Working knowledge of Data Protection legislation and Human Resources legislation</p>	<p>Comprehensive and up to date knowledge of Housing and Council Tax Support and other welfare benefits</p> <p>Comprehensive and up to date knowledge of Housing legislation and regulation.</p> <p>Thorough knowledge of services provided by a local authority</p>
QUALIFICATION AND TRAINING VERIFICATION WILL BE REQUIRED	<p>Minimum of four GCSEs or equivalent including English Language and Mathematics</p> <p>Accredited Counter Fraud Officer or equivalent qualification (PINS, BTEC, IRRV, Government Counter Fraud Profession)</p>	
EXPERIENCE	<p>Practical experience within an investigation background.</p> <p>Interviewing under caution</p> <p>Undertaking surveillance and trained to a recognised standard</p> <p>Investigating cases to a prosecution standard, preparing</p>	<p>Experience of countering fraud and corruption in a public organisation</p> <p>Issuing penalties and cautions in relation to offences</p> <p>Using Case management software</p>

	<p>case papers and representing the Council at Court and Hearings</p> <p>Experience of report and professional letter writing</p> <p>Experience of working in a customer focussed environment and dealing with persistent and difficult customers. Taking witness statements</p> <p>Production of clear, concise and accurate records and reports</p> <p>Meeting deadlines in a sometimes demanding environment</p>	
QUALITIES	<p>A positive attitude towards customer services issues</p> <p>Self motivated, work unsupervised using own initiative</p> <p>Commitment to promote effective working relationships and liaison within the Council and with Agencies</p> <p>Confident, professional, assertive and able to express themselves</p> <p>Understanding of the principles of customer care</p> <p>Maintain confidentiality</p> <p>Remain objective and have an enquiring mind</p>	<p>Ability to train others</p> <p>Willingness to undertake ongoing training and personal development</p>
SPECIAL CONDITIONS	<p>Requirement to work out of hours</p> <p>A full current UK driving licence</p>	