

Job Title: Corporate Fraud Intelligence Officer	Grade/ Level: L	Post Number: AF8107
Directorate: Resources	Job Family: Audit	Date Prepared: September 2020
Role reports to (Job Title): Corporate Fraud Investigator		
<p>Job Purpose:</p> <p>To assist in providing a professional corporate investigation service by supporting the Corporate Fraud Investigator in planning and undertaking investigations into allegations of fraud or corruption of varying nature and complexity. In addition, to carrying out their own investigations into complex, routine allegations.</p> <p>Develop and maintain systems, software, and processes to assist in the collection, collation and analysis of data and information relating to fraud, or potential fraud. Keeping up to date with changes in legislation, new and emerging fraud risks and applying best practice.</p> <p>Promote the importance and understanding of anti-fraud measures across the organisation.</p>		
<p>Key Accountabilities:</p> <ol style="list-style-type: none"> 1. To carry out their own routine investigations through the identification and analysis of available intelligence and evidence and using their knowledge and understanding of relevant legislation, policy and procedure to identify appropriate courses of action to remedy the fraud. To present evidence gathered clearly, effectively and within set timescales to relevant Council departments and external organisations to achieve a successful outcome. 2. To support the Corporate Fraud Investigator in their investigations in to allegations of fraud, corruption and dishonesty, from both internal and external sources, at departmental and corporate levels with prevalent legislation and utilising appropriate investigation techniques. 3. To carry out more complex investigations, involving more than one type of fraud, under the supervision of the Corporate Fraud Investigator or Principal Auditor. 4. To lead the ongoing Housing Right to Buy counter fraud application checks, including providing advice to other relevant departments of the Council based on the analysis and review carried out. To keep up to date with Anti-Money Laundering legislation and apply it to the Right to Buy checking procedure to ensure the Council meets its requirements. . 5. To maintain the fraud case management system and produce relevant, timely information from the system. 6. To interact and engage with the local community, such as attending site visits (e.g. to Council properties and local businesses) for research and intelligence gathering purposes. In addition, where relevant, signpost individuals in need of assistance. 7. To support the Corporate Fraud Investigator by undertaking relevant research and completing allocated project tasks. 8. Research, compile and analyse data on a range of topics, including providing data and fraud information and trend analysis. 		

9. To gather, record and securely retain evidence relating to an investigation in accordance with current legislation and Codes of Practice, including the Police and Criminal Evidence Act, Regulation of Investigatory Powers Act, Data Protection Act, The Fraud Act, the Prevention of Social Housing Fraud Act, Criminal Procedure and Investigation Act, Public Interest Disclosure Act.
10. Assist in the preparation of case papers in accordance with Government guidelines and Codes of Practice, to a standard acceptable for submission for prosecution.
11. To undertake proactive fraud detection work in areas that considered to be of high risk to fraud. To work with the team in identifying new areas and initiatives to prevent and detect fraud using techniques such as data matching, data analysis etc.
12. To liaise and work with other sections of the Council and external agencies/organisations as necessary in carrying out the duties of the post. To develop contacts relevant to the purpose of the post with external agencies and throughout the Council.
13. To keep up to date with changes in relevant legislation, new and emerging fraud risks and prevention/detection techniques, applying best practice.
14. To help develop and deliver training and awareness activities as part of the fraud prevention programme.
15. To support with the development of new and less experienced team members.
16. To use their own initiative, sound judgement and experience to reach appropriate decisions in accordance with the aims and objectives of the team.
17. To maintain a high standard of record keeping for each investigation and produce appropriate, timely reports to the Head of Internal Audit.

Supplementary Accountabilities:

1. To actively promote the work and role of the Corporate Fraud team and Internal Audit with service areas.
2. To undertake any other duties, that may be allocated by the Head of Internal Audit and/or Principal Auditors that are commensurate with the responsibilities of the post.

Job Scope: Number and type of jobs Managed:

Manages own workload of a wide range of different nature and complexity of fraud/corruption investigations.

Typical tasks supervised/allocated to others:

Budget: Help contribute to the savings targets saved for the team.

Assets: Laptop

Knowledge & Experience:

Minimum

- At least 5 GCSE's at Grade C or above (including English and Mathematics)
- Should be computer literate with good Microsoft and Word excel skills
- Strong verbal and written communication skills
- Experience of using IT software packages
- Able to analyse and interpret complex information
- Able to produce clear and concise reports
- Ability to work under pressure, meeting deadlines and achieving targets

Preferred

- Awareness of fraud risk issues
- An accredited counter fraud qualification

Working conditions:

- The job may involve working unsocial hours during the course of investigations etc. This may involve working outside i.e. during surveillance (under RIPA legislation).
- The job may bring the post holder in to potentially aggressive situations during the course of an investigation i.e. where someone has been accused of impropriety etc.
- The Corporate Fraud Intelligence Officer may be required to work off-site on his/her own.

Decision Making:

- Prioritising areas for investigations and workloads
- The post holder will be responsible for analysing and interpreting data to help ensure that resources is used in the most effective way

Contacts and Relationships:

- The post holder will be responsible for maintaining effective and constructive relationships with a number of officers/agencies from:
 - Departments within the Council
 - Other councils
 - Police
 - DWP
 - Inland Revenue
 - Cabinet Office re NFI
 - NAFN
- The post holder will be expected to:
 - Ensure their independence at all times.
 - Comment and provide advice on relevant Council policies and procedures.
 - Give verbal advice/guidance to any relevant member of staff, department of the Council or external organisation in relation to investigation procedures, legislation etc.
 - Develop and maintain regular contact with external stakeholders

Creativity and Innovation:

- Be able to deal sympathetically but professionally with all persons investigated
- The post holder will be expected to assist in the production of Fraud Bulletins to be issued to all members of staff highlighting potential areas of fraud risk using examples of recent frauds in both the public and private sector.

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Data Protection

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Health & Safety

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety. You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware. You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: