

Job Title: Corporate Investigator	Role Profile Number: ENN33
Grade: N Salary:	Date Prepared: January 2020
Directorate/Group: Finance and Assets	Reporting to: Principal Auditor
Structure Chart attached:	

Job Purpose

To contribute to the delivery of the Council’s strategic objectives by:

- Providing a professional corporate investigation service by planning and undertaking internal investigations of varying nature and complexity across the Council in areas such as fraud, non-compliance and breaches of Council policies.
- Providing an Investigating Officer role for internal investigations on behalf of the Council Directorates. Producing an investigation report including findings and recommendations that will be used for internal procedures.
- Providing professional advice and guidance, promoting awareness and understanding of relevant Council policies and procedures including the Code of Conduct, the Anti-Fraud and Bribery Policy etc.

Key Accountabilities

- To investigate allegations of fraud, non-compliance and breaches of Council policies from both internal and external sources, at departmental and corporate levels with prevalent legislation utilising appropriate investigation techniques.
- 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 and the Council’s Code of Conduct and Whistleblowing Policy
- To prepare and present internal investigation reports at internal hearings and or senior officers of the Council.
- To maintain an up-to-date working knowledge of criminal and civil law, legal requirements, criminal investigation procedures, criminal prosecution and court procedures.
- To maintain an up-to-date working knowledge of local government legislation as well as relevant Council policies and procedures.
- 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.

- To liaise and work with the HR Advisory service to seek employment law/HR policy information to assist with disciplinary, suspension, grievance, appeals, LADO, Whistle blowing and any other internal people related investigation matters.
- To use their own initiative, sound judgement and experience to reach appropriate decisions during the course of an investigation
- To maintain a high standard of record keeping for each investigation and produce appropriate, timely reports to the Head of Internal Audit/Principal Auditor.
- To attend court, give evidence, attend disciplinary hearings, and appeal hearings/tribunals as required.

Supplementary Accountabilities

- To highlight significant issues/risks to the Head of Internal Audit and/or Principal Auditor that should be included in the annual audit plan.
- To actively promote the work and role of the Corporate Fraud team and Internal Audit with service areas.
- 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.

Knowledge & Experience

Minimum

- An awareness of local government policies and procedures
- An awareness of local government fraud risks
- Strong communication and negotiation skills
- Able to produce clear and concise reports
- Experience of using IT software packages and email
- Experience of planning and managing workloads
- Able to analyse and interpret complex information
- Ability to manage and supervise a junior member of staff, have good leadership skills with a motivational style
- Ability to plan, organise and prioritise own workload
- Ability to work under pressure, meeting deadlines and achieving targets
- Valid driving licence or ability to move freely between sites

Preferred

- A minimum of one years' experience in the investigation of fraud.
- Experience of obtaining, recording and presenting evidence
- Experience of interviewing and taking statements
- A working knowledge of the legislation relating to the investigation of fraud including:
 - The Fraud Act
 - Criminal Procedure and Investigation Act
 - Regulation of Investigatory Powers Act
 - Prevention of Social Housing Fraud Act
 - Data Protection Act
 - Police and Criminal Evidence Act

- Public Interest Disclosure Act
- Ability to communicate effectively with a wide and diverse range of people

Qualifications

- At least 5 GCSE's at Grade C or above (including English and Mathematics)
- A relevant professional qualification, such as Professionalism in Security Qualification (PINs) or CIPFA Advanced Professional Certificate in Investigative Practice (APCIP) or CIPD qualification would be an advantage or significant relevant experience.

Decision Making

- Prioritising areas for investigation
- Deciding on how to progress investigations
- Deciding on what evidence is required to support a disciplinary hearing, court case etc. and how best to obtain this information with regard to the relevant legislation and guidance etc.
- Effectively managing and motivating a more junior member of staff
- Deciding on what can/can't be released regarding sensitive and confidential information

Creativity and Innovation

- Be able to deal sympathetically but professionally with all persons investigated
- The post holder will be expected to produce 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.

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.

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, "is what I am doing in the best interests of Swindon and its people?"

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Employee Signature:	
Print Name:	Date
Line Manager's Signature	
Print Name:	Date: