

JOB DESCRIPTION

J OB TITLE: Application Fraud Investigator

J OB NO: TR0046BX

GRADE: GR3**(consultation grade - subject to formal evaluation under the Pay Equity Review)*

DIVISION: Corporate Finance and Audit

NO OF POSTS:

SECTION: Birmingham Audit

POST REQUIRES DISCLOSURE BARRING SERVICE (DBS) CHECK: Yes – baseline security check

1.0 J OB PURPOSE

- 1.1 To work as part of a team investigating and prosecuting cases of alleged fraud as part of the Council's Anti-Fraud Strategy.
- 1.2 To undertake a caseload of investigations and prosecutions relating to fraud.
- 1.3 To ensure that investigations and prosecutions are undertaken in accordance with relevant legislation, codes of practice and other guidelines.

2.0 DUTIES AND RESPONSIBILITIES

- 2.1 To manage an individual caseload of investigations and prosecutions into fraud, and to ensure that performance & quality targets are met. The caseload will be determined by the requirements of the service and the complexity and/or seriousness of the cases.
- 2.2 As required to participate in National Fraud Initiatives.
- 2.3 To ensure that all aspects of investigations and prosecutions are carried out:
 - To the highest standards of professionalism.
 - In accordance with relevant legislation and guidelines.
 - In accordance with any agreed protocol(s) for joint working with other organisations / agencies.
 - In accordance with the needs of the Division's business plan, and to meet performance targets.**
- 2.4 To undertake visits and interviews in pursuance of an investigation (including Interviews under Caution either through contemporaneous notes or the use of appropriate recording equipment).

- 2.5 To undertake covert surveillance of subjects where necessary, including foot, mobile and static observations (as required and subject to the necessary authority being received) in line with current legislation and guidelines.
- 2.6 To maintain accurate and comprehensive records to ensure that case files are kept in good order, and meet relevant legislation and guidelines.
- 2.7 To report findings of investigations which set out clear, concise and accurate conclusions.
- 2.8 To prepare evidence for prosecutions in accordance with relevant legislation and guidelines, and to attend court proceedings as a prosecution witness (as required).
- 2.9 To liaise with the Police, Crown Prosecution Service and other legal representatives (as required) in relation to investigations and prosecutions.
- 2.10 To work with other relevant agencies & organisations on suspected fraud cases, in accordance with agreed protocol(s) and procedures.
- 2.11 To maintain appropriate statistical information for the Management Information System.
- 2.12 To fully utilise new technology and relevant computer assisted techniques.
- 2.13 **To be familiar with and make full use of the Council's computerised systems.**
- 2.14 To maintain a comprehensive and up to date knowledge of relevant legislation relating to investigations and prosecutions.
- 2.15 To ensure that adequate and appropriate communication takes place during all aspects of work.
- 2.16 Contribute to the Council's Sustainability Strategy by being aware of the resources required to undertake this work and making sure that resources are not wasted and disposed of in a sustainable way.
- 2.17 Follow safe working practices and assist in the maintenance of good housekeeping standards in order to achieve a safe and healthy working environment.

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

- 3.1 SUPERVISING OFFICER JOB TITLE: Principal Counter Fraud Officer

JOB NO:

3.2 LEVEL OF SUPERVISION

Plan own work to ensure the meeting of defined objectives.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*

5.0 SPECIAL CONDITIONS

This post is located at Woodcock St. A flex time scheme is in operation and the standard working week is 36.5 hours.

Occasional evening and weekend duties as required. Time off in lieu to be taken during the week.

To deliver the services of Birmingham Audit in an efficient and effective manner, there is a need for flexibility in operation. Staff may be asked to work on other teams to ensure that the most effective deployment of staff is possible. Where possible advance notice will be given of such changes.

Skills and Competency Based Person Specification

KEY: MOA (Method of Assessment): AF = Application Form, I = Interview, T = Test, P = Presentation, G = Group Exercise, AC = Assessment Centre

Section 1 - Experience, abilities, knowledge and qualifications / training		
In your application form please provide evidence of how you meet the below requirements for the role. Applications will be long listed against these requirements.		
	Experience	MOA
1.	Investigating Fraud in a public sector context and with an emphasis on face-to-face interviews, including Interviews under Caution.	AF / I
2.	Gathering evidence and ensuring that case files are kept in accordance with relevant legislation and guidelines.	AF / I
3.	Preparation of prosecution files.	AF / I
4.	Presenting evidence relating to investigations in formal settings (e.g. Court Proceedings).	AF / I
5.	Management and successful delivery of an individual or group caseload of investigations, and / or meeting performance targets.	AF / I
6.	Management or supervision of less experienced staff - including instruction, training, managing performance, problem solving.	AF / I
	Abilities / Knowledge	
7.	Working knowledge of current regulations / relevant legislation, guidelines and codes of practice, including (currently): PACE (Police and Criminal Evidence Act) Fraud Act CPIA (Criminal Procedure and Investigations Act) Human Rights Act Data Protection Acts RIPA POSHFA	AF / I

8.	Ability to interpret complex legislation and regulations and to give clear explanations of their meaning (both verbally and in writing).	AF / I
9.	Excellent verbal communication skills - for interviewing, presentation of information, liaison with other organisations.	AF / I
10.	Excellent written communication skills - for gathering evidence, report writing, note taking etc.	AF / I
11.	Good observation skills / good analytical skills.	AF / I
12.	The use of computers and other technology for management information / data matching and the sharing of information.	AF / I
	Qualifications / Training	
13.	Must have a good standard of education, e.g. a minimum of 4 GCSE's or equivalent, including English Language and Maths.	AF / I
14.	Fraud Investigation Training such as PINS, or other relevant qualification is desirable.	AF / I

Section 2 - Competencies

If your application is successfully long listed, you will be invited to the next stage in the selection process. In addition to the above requirements you will be asked to demonstrate competencies in the below areas. Competencies can also be described as behaviours. They describe 'how' we expect people to behave doing their job. Competencies will vary between job roles and different levels but an overview of them, as required by Birmingham City Council, are described below.

Competencies (behaviours)	Category Definition	MOA
Moving the Council forward	People who demonstrate this competency take the needs of the council and its customers into consideration when assessing how best they can deliver their service. They will network and develop relationships with others in helping to deliver a better service. They will help others in their work and be open to new ways of working.	AF / I / T or P
Managing Ourselves	People who demonstrate this personal competency take responsibility for their work and development. They take action to overcome obstacles and seek to achieve agreed outcomes in the most cost effective way. They are careful and economical in the use of resources. They ensure that work carried out meets the needs of the Council. They adopt strategies to manage their own workload.	AF / I / T or P
Working with others	People demonstrating this personal competency treat others as they wish to be treated. They build effective relationships with all their working contacts both inside and outside the council. They are encouraging supportive and helpful, and consider the impact of their working style on others.	AF / I / T or P
Providing direction	People who demonstrate this personal competency display the behaviours underpinning the council's values and present themselves as a role model to others. They enable people to achieve their best. They set clear objectives and standards, review performance, coach and organise work. They communicate the way ahead and consult and involve others.	AF / I / T or P