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| Job Title | Counter Fraud Apprentice Investigator |
| Grade | Grade 4 |
| Location | Newham |

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| Accountable to | <p>The post holder will report to a Fraud Investigator</p> <p>Other key relationships for the post holder will be:</p> <ul style="list-style-type: none"> • Fraud manager • Fraud Investigators/Intelligence Officer • Officers within other relevant Departments |
| Responsibility for | The post holder will have no line management responsibility |
| Apprenticeship Details | <ul style="list-style-type: none"> • Obtain the CIPFA Counter Fraud Investigator Apprenticeship • Level 4 Apprentice • 24 month duration |
| Job Purpose: | <ul style="list-style-type: none"> • To support all aspects of investigatory and related activity concerning all aspects of Fraud perpetrated against the Council whilst maintaining strict confidentiality over information obtained during the course of all investigation work. • Responsible for securing evidence obtained in support of an investigation and in compliance with the Criminal Procedures and Investigations Act 1996. Maintain a working knowledge of key legislation and current investigative standards and techniques to support investigative work. • To enable candidates who successfully complete the accredited Level 4 - Counter Fraud Apprenticeship to join the Governments Counter Fraud Profession and take up a Trainee Fraud Investigator role within the Fraud team where such a vacancy exists. |
| Specific Responsibilities | <ul style="list-style-type: none"> • To complete Counter Fraud Investigator Apprenticeship making positive contributions to ensuring own studies will be successful and whilst doing so contribute to the effective fraud prevention and investigation service provided to Fraud Partnership Authorities. • To Support fraud investigations on a variety of corporate and housing fraud cases that may include but is not limited to internal frauds, procurement, blue badge, council tax reduction, business rates, social care funding, schools' admissions and housing fraud investigations. • Take lead for non-complex fraud referrals with responsibility for opening and maintaining Investigation files for assigned cases to fulfil evidenced portfolio training and professional membership requirements. • Develop understanding and practical application of techniques used to support investigations into the misuse of public funds using all means available, such as: <ul style="list-style-type: none"> - Understanding of data analyses and how to evaluate evidence/data obtained, verifying the accuracy of information during an investigation. |

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| | <ul style="list-style-type: none"> - The issue of enforceable written notices to appropriate persons such as employers and financial institutions to obtain information and documentation in accordance with the Local Government Finance Act 2012 Fraud regulations and POSHFA. - The processes needed to prepare and complete interviews (including recorded interviews under caution) and with taking statements from the those suspected of committing fraud or those who have witnessed suspected fraud adhering to the codes of practise contained within the Police and Criminal Evidence Act 1984 (PACE) and according to guidelines laid down in any relevant legislation. <ul style="list-style-type: none"> • Ensure that the case management information system is kept up to date, maintaining comprehensive records of referrals, case progression/investigation activities, conclusions, recommendations, sanctions and loss recovery. • To Assist with pro-active fraud drives aimed at identifying instances of fraud or fraud risk • The post holder will be given the opportunity to go out of the office to visit people in their homes, places of work, schools, partner organisations and other council offices during the course of their work, some of this may be outside normal office hours. • The post holder will be given the opportunity to attend Court as required. • To assist with planning and prioritising investigation activity • Maintain all files electronically in accordance with relevant legislation and office procedures. • Ensure that case files and our case management system are kept up to date and data entered is accurate. • Answer telephone queries from the public, other sections and organisations in line with Council policy and procedures. • Adhere to the Council's Code of Conduct for investigators and ensure that all actions comply with the Council's policies on diversity, equal opportunities and health and safety. • Contribute to fraud awareness training materials, delivery of training to other council staff on fraud matters and participate in publicity campaigns. • To contribute to the development of an anti-fraud culture within the organisation and ensure that all actions comply with the Council's policies on diversity, equal opportunities and health and safety. • Any other duties commensurate with the post and grade. |
| Commitment to Personal Learning | <p>To successfully complete the Apprenticeship, not only must the apprentice meet the performance standards required, but individuals must also meet the off-the job learning requirements.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> • learning and developing practical skills, • participating in classes and workshops on and offsite, • observing all employee processes and procedures, |

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| | <ul style="list-style-type: none">• completing tests and assignments• delivering presentations to colleagues and other stakeholders. <p>You should be well-organised, flexible, and willing to assist wherever possible.</p> |
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Person Specification

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

| | Criteria | Method of assessment |
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| Professional qualifications/memberships | <ul style="list-style-type: none"> • Maths and English GCSE Grade C or above • Educated to A Level or equivalent (appropriate relevant NVQ qualifications would be considered) • Post holders will be expected to study towards, and complete, key professional qualifications relevant to the Counter Fraud Apprentice and Counter Fraud Profession. | |
| Skills and Abilities | <ul style="list-style-type: none"> • Ability to communicate clearly and precisely both orally and in writing to a variety of stakeholders • Able to perform tasks professionally and with innovation, and being adaptable, committed and motivated in approach. • Flexible approach to work with excellent prioritisation skills and the ability to meet fixed, non-negotiable deadlines and still maintain high quality standards • Experience of using Microsoft desktop applications (or equivalent) to analyse and interrogate data and present findings | |
| Knowledge and experience | <ul style="list-style-type: none"> • Ability to develop awareness of investigation processes and related legislation and codes of practice. • Numerical and literacy skills and a knowledge of, or ability to assimilate, the Council's various key systems. • Awareness of how local government operates. • Awareness of data protection and confidentiality issues. | |
| Behaviours and personal qualities | <ul style="list-style-type: none"> • Demonstrates an understanding of the principles of Equal Opportunities and how this would apply to dealings with work colleagues and with the public. • Awareness and understanding of the duties and responsibilities in relation to safeguarding children, young people and vulnerable adults in relation to the duties of the post. | |

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| | <ul style="list-style-type: none">• Ability and commitment to undertaking regular out of hours work – sometimes at short notice. | |
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