

# Fraud Investigations Officer – Grade 9-10

## Job purpose

At Kirklees, we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

The Corporate Fraud Team sits within the Council's Internal Audit Service. This main purpose of the role is to provide a robust investigation service aimed at stopping/preventing/identifying and investigating fraudulent activity.

This role is based within Corporate Strategy, Commissioning & Public Health.  
Find out more about [working for Kirklees](#).

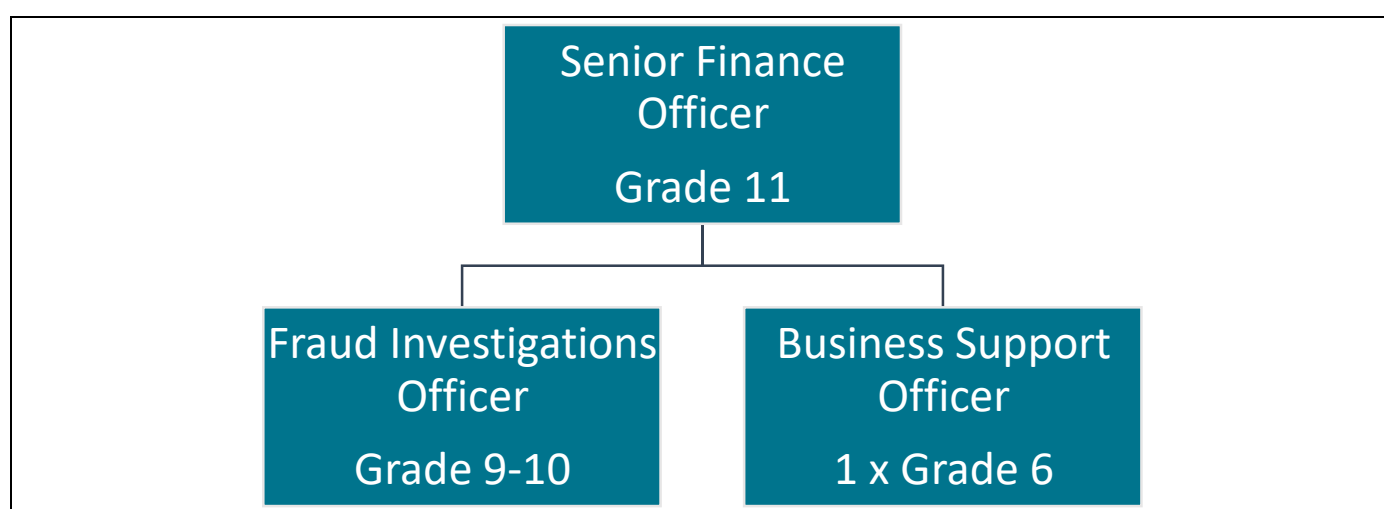
## Key areas of responsibility

- Assess the viability of a potential fraud case prior to a full investigation.
- Gathering appropriate evidence, taking witness statements, and other related work in accordance with legal requirements and to a professional standard, including preparing and conducting interviews under caution compliant with PACE (Police and Criminal Evidence Act 1984) requirements with suspects and their solicitors/advisers.
- Conducting on site visits, both notified and un-notified to both suspects and witnesses' homes or other places of interest.
- Undertaking surveillance and observation in accordance with the Regulation of Investigatory Powers Act (RIPA).
- Using the Council's core computer systems to gather and record evidence for investigations and the Fraud Database Management System (FDMS) to file case records.
- Making decisions independently based on fact and evidence during the process of investigation.
- Identifying and making recommendations to the Team Manager and other Council Officers on the appropriate course of action for an investigation e.g. closure, caution, penalty or prosecution.
- Preparing files for court/civil recovery action for both monetary and other property
- Liaising with the internal legal team and external solicitors and barristers to prepare and present cases at court.
- Managing witnesses and attending court as the OIC (Officer in Charge).
- Giving oral evidence as a witness at court.
- Addressing matters consequent or related to the fraud with service staff and management
- Providing fraud support and advice on to all Council Staff.
- Provide support and assistance to other law enforcement agencies eg Police, Immigration Services, UK Border Agency
- Identification of weaknesses within internal operational procedures and processes.



- Creating, developing and maintaining effective working relationships with stakeholders and other external and internal professionals to deliver effective services and positive outcomes for tenants and communities.
- Strong mediation skills when dealing with difficult problems.
- Contributing to the delivering of the Council's Counter-Fraud Strategy.
- Assessing fraud risk within services: as a part of new service developments, changes to business practices, internal controls, and developing new working methods in consultation with service management to prevent or mitigate fraud risk
- Preparing and delivering fraud related awareness training to Council Services
- Participating in the annual "Fraud Awareness" events collaborating with other Authorities and Kirklees Communications Team to deliver a media publicity campaign.
- Proactively identifying through risk assessments potential areas for investigation.
- Carrying out internal investigations where there is a suspicion that inappropriate behaviour may have resulted in theft or fraud.
- Attending relevant and necessary training as and when required to ensure competency with changes to legislation/investigatory practices.

## Position of job in organisational structure





## Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Accredited counter fraud specialist.	Desirable *
Literacy and numeracy skills equivalent to GCSE C or 4 grade.	Essential
Strong verbal communication skills.	Essential
Strong IT skills to support working with a range of systems as well as specific IT packages.	Essential
Knowledge and understanding of legislation relating to fraud investigation work.	Desirable
Experience of interacting with the public in challenging situations.	Essential
Experience of working in a fraud investigation team.	Desirable
Experience of conducting compliant interviews under caution.	Desirable*
Self-motivated, innovative and capable of working to a high standard with minimal supervision.	Essential
A team player.	Essential
Committed to the Council's behaviours.	Essential
A flexible approach to working hours in order to achieve deadlines.	Essential

(\*) Whilst this not an essential criterion it will be conditional on appointment that the candidate acquires fraud training certification within 12 months of appointment.



## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

## For Office Use Only:

Job Category		Grading ID	
Job ID		Last Updated	
Job Focus		Career Progression	

## Contractual Variants

DBS Category		DBS Type	
Health Check		Politically Restricted	
24/7 working		Public Holidays	
Night Working		Alternating Pattern	
Standby		Other	
Checked by HR			