

Job Description

Post Title: Fraud Officer (A4358)

Evaluation: 526 Points

Grade: N7

Responsible to: Service Manager Audit, Insurance & Risk

Responsible for: n/a

Job Purpose:

To investigate and prevent fraud and corruption within or against the Council and the Housing Revenue Account (HRA) in accordance with legislation and policy to protect public funds.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To proactively identify and investigate all aspects of fraud, corruption and related irregularities in accordance with legislation, such as the Prevention of Social Housing Fraud Act, regulations and the City Council's policies.
- 2 To carry out interviews under caution in accordance with the Police and Criminal Evidence Act and obtain witness statements to a prosecution standard where appropriate.
- 3 To undertake planned proactive counter fraud activities, to include exercises contained within the Counter Fraud Plan, National Fraud Initiative and other activities.
- 4 To provide counter fraud support and professional advice to colleagues, partners, citizens and stakeholders of the authority and YHN, in respect of counter fraud and the prosecution of fraud.
- 5 To design, develop and deliver training modules designed to increase fraud awareness in colleagues
- 6 To build, develop and maintain relationships to enhance cross service working within NCC, YHN and multi organisational investigations with officers of other local authorities, enforcement and other agencies.
- 7 To act as an Authorised Officer for enquiries involving external bodies and represent the Council in court / Industrial Tribunal and provide evidence.
- 8 To act as Authorised Officer, by the authority of the Section 151 officer, and obtain information, via statutory mandate, in all permitted areas as required during the course of an investigation
- 9 To co-ordinate, research and carry out investigations to support the National Fraud Initiative.
- 10 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

