

Person Specification Fraud Officer

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Relevant qualification in fraud investigation work
- Experience of investigating cases of fraud including carrying out formal interviews under the Police and Criminal Evidence Act and taking witness statements
- Understanding of relevant legislation in relation to fraud particularly the Prevention of Social Housing Fraud Act and Fraud Act
- Good analytical skills
- Ability to communicate effectively, orally and in writing, with a diverse range of people.
- Good organisational skills
- Able to work to tight deadlines
- A commitment to equal opportunities in service delivery and employment

Part B

The following criteria will be further explored at the interview stage:

- Knowledge of challenges facing local government as a whole and the Council in particular
- Knowledge of emerging fraud risks and their impact on local authorities in particular
- Experience of working in local government or the public sector
- Experience of representing an organisation in court and using relevant legislation in these cases.
- Experience of delivering training
- Experience of analysing data to identify potential fraudulent activity
- Ability to organise and prioritise workload to maintain high levels of performance
- Understanding of the Council's equalities policy and applying this in the workplace.
- Excellent communication skills

Additional Requirements

Occupational health clearance