PERSON SPECIFICATION   JOB TITLE: **Corporate Fraud Investigator**
JOB REF NO:

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications and Training			
Accredited Counter Fraud Specialist (or equivalent qualification in security, counter-fraud and criminal justice)	✓		2, 5
Minimum 5 GCSEs (at A-C) or equivalent inc English Language & Maths	✓		2, 5
Education to RQF level 6 or above (degree level qualification); or equivalent specialist knowledge		✓	2, 5
Experience			
Counter fraud experience, preferably gained in the public sector	✓		2, 4
Experience of successful fraud investigation	✓		2, 4
Skills & Knowledge			
Fraud Act 2006, Police and Criminal Evidence Act 1984, Regulation of Investigatory Powers Act 2000, Proceeds of Crime Act 2002 and other legislation relevant to the investigation and prosecution of fraud	✓		2, 4
An understanding of benefits and tax credits administered by government departments		✓	2, 4
An understanding of relevant Council policies, systems and procedures		✓	2, 4
An understanding of the role of governance related functions including internal audit		✓	2, 4
An understanding of Local Government service delivery		✓	2, 4
IT Skills		✓	2, 3, 4
Communication and Presentation skills (Written & Oral)	✓		2, 3, 4
Inter agency collaboration	✓		2, 4
Statistical, numerical and analytical data analysis	✓		2, 3, 4
Report writing skills	✓		2, 3, 4
Ability to develop strong working relationships with other colleagues and external clients	✓		2, 4
Ability to interpret complex legislation/regulations	✓		2, 3, 4
Personal Qualities			
Customer focus	✓		2, 4
Ability to travel for work purposes	✓		2, 5
Outgoing, enthusiastic and self-motivated	✓		2, 4
Willing to work with others in a team environment	✓		2, 4
Good interpersonal skills	✓		2, 4
Ability to work without close supervision	✓		2, 4

RQF – Regulated Qualifications Framework

Assessment: 1.   Test prior to shortlisting (ie all applicants)   2.   From application form

3. **Test after shortlisting**

4. **Probing at interview**

5. **Documentary Evidence**

6. **OTHER (please specify)**