

Job Description and Person Specification

FRAUD PREVENTION OFFICER

A Lambeth to be proud of



Job Title: Fraud Prevention Officer
Department: Resources
Division: Internal Audit and Counter Fraud
Grade: PO3
Reports to: Team Manager (Proactive and Prevention)
Responsible for: N/A

Context

To lead on all fraud prevention activity, aimed at mitigating fraud risks associated with key areas of the Council's business.

To be the subject matter expert in fraud prevention, detection and deterrence and provide advice, guidance, and direction to senior officers and senior management of the Council and companies in which the Council has an interest

Represent the council's interest on all external fraud preventative joint ventures such as the NFI Fraud Hub and Cifas.

Support the service to develop an annual plan of fraud prevention activities across a broad range of areas to promote a strong anti-fraud culture as well as maximising opportunities to prevent and detect fraud.

Support the service in reviewing Council systems, process and policies that may be susceptible to fraud and make recommendations to mitigate any fraud related risks. Monitor implementation of any such recommendation and provide guidance on the implications/impact of proposed changes.

Job Purpose

Support the service to plan and deliver allocated fraud prevention activity designed to promote a strong anti-fraud culture, prevent, and detect fraud across the Council, and companies in which the Council has an interest. Lead all allocated fraud prevention activity ensuring that the work complies with appropriate standards and is aligned to best practice.

Work with Counter Fraud management, with support from the Intelligence Officer, to develop and deliver proactive exercises to reduce the risk of fraud.

Support the service to produce reports on fraud prevention activity, suitable for senior management, that identifies key findings, conclusions and makes practical recommendations to reduce the risk of fraud in the future, advising management on implementation as required. Ensure all fraud preventative performance reports, documentation and statistics are provided on time in line with stipulated meeting dates for appropriate Senior Management meetings such as the Audit Committee and Corporate Leadership Team meeting.

Provide assistance to update a Fraud Risk Register and engage with senior management to discuss and influence their approach to fraud risk management, ensuring the most significant fraud risks are identified and mitigated appropriately.

Ensure the service is advised of any findings which may be significant or material which ought to be reported to senior management and implemented immediately to protect the interests of the Council and its partners.

Provide expert knowledge, advice, and guidance on fraud prevention measures to the fraud investigators and support them by proposing fraud preventative recommendations on investigations conducted.

Provide advice, guidance, and direction to senior officers of the Council, and companies in which the Council has an interest and highlight any fraud implications for changes in legislation, systems, and policy.

Develop and deliver a robust programme of activity to raise awareness of fraud across the Council's staff and the wider community designed to reduce the incidence and likelihood of fraud being committed within and outside the council. This will include presentations to large and small groups on all types of fraud, and produce tailor made fraud prevention training across all directorates and to all levels of staff, including senior management.

Manage, develop, and refresh Counter Fraud e-learning exercises. Take responsibility for oversight of the Cifas recruitment process, working with colleagues in HR and attending Cifas meetings as appropriate.

Liaise and consult with key internal staff, external auditors, DWP, partners, other agencies, and representatives from other local authorities on a regular basis to exchange information, discuss joint working, fraud trends, keeping abreast of developments and innovations aimed at fraud prevention, consider their relevance to the council, and propose recommendations for their use where appropriate.

Create and cultivate active partnerships both within and outside the council, which are effective in combating fraud, working with colleagues across London and the region to develop a common approach to combating fraud whilst bidding for additional government funding where available.

Responsibilities

All Council officers are expected to work in a way which meets the Council's Core Values and Behaviours and supports the achievements of the Borough Plan outcomes.

Always carry out the duties of the post in accordance with Health and Safety legislation and with due regard to the Council's Equal Opportunities Policy.

Take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations.

Work outside normal core hours, possibly at short notice which may involve weekends, early mornings, evenings, and extended periods of duty as required. Work flexibly and carry out any other duties commensurate with the position and grade having due regard to the Council's policies and procedures and be accountable for own conduct.

PERSON SPECIFICATION

<p>It is essential that you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>			
Qualification	Q1	Successful completion of professional training as Accredited Counter Fraud Specialist.	A✓
Key Knowledge	K1	Expert knowledge of the fraud risks faced by local government and the wider public sector.	A✓
	K2	Knowledge of fraud prevention initiatives and mitigating fraud risks.	
	K3	Thorough knowledge of relevant criminal legislation and codes of practice (CPIA, PACE, RIPA) which relate to fraud investigations	A✓
Relevant Experience	E1	Proven experience of delivering fraud prevention activity or working as a fraud investigator in the public sector.	A✓
	E2	Experience of undertaking proactive fraud reviews independently, end to end, with minimal supervision.	
	E3	A proven ability to identify system weaknesses and recommend solutions to reduce the scope for fraud.	A✓
	E4	Ability to promote a strong anti-fraud culture using different media.	
	E5	Ability to deliver clear, informative presentations to large and small audiences.	A✓
	E6	Ability to deliver effective reports and negotiate/agree recommendations with senior managers.	A✓
	E7	Significant experience of interpreting, understanding, and complying with complex guidance and legislation.	
	E8	Ability to use Microsoft Office and data interrogation applications to analyse large data sets.	
	E9	Ability to analyse complex and/or highly sensitive and/or confidential data and draw robust conclusions.	

CORE VALUES AND BEHAVIOURS



- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.



- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



One Lambeth
CONNECTED BY PURPOSE

Ambition behaviours



One Lambeth
CONNECTED BY PURPOSE

- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.