



Role Profile

CORPORATE FRAUD LEAD OFFICER			
Reference No:	A5486		
Service:	Finance Service		
Job Family:	Audit / Risk Management	Grade:	FC8

Purpose
<p>The efficient and effective operational management and delivery, including performance, of the Council's Corporate Fraud Team (CFT), which is a fundamental element of the organisation's governance arrangements.</p> <p>The primary purpose of the CFT is to provide a high quality, professional corporate fraud service to the Council and, where appropriate, its partners. More specifically, the role of the CFT is to actively help prevent and detect fraud, bribery and corruption within the organisation, investigate allegations / referrals received, deal with civil and criminal cases, and, where appropriate, initiate the recovery of funds.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Range %	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
In accordance with relevant legislation, regulations, the National Code of Conduct, Council policies and procedures and through exercising due professional care and skill, the Corporate Fraud Lead Officer should keep under review, and assist in the development of, the Council's suite of fraud governance policies, procedures and guidance, ensuring compliance with the provisions of associated legislation.		<p>Educated to SCQF level 9, which includes a degree (or equivalent) in a relevant subject area e.g. finance, accounting, business admin, criminology, law with a minimum of 5 years' experience within Fraud investigation.</p> <p>Recognised Corporate Fraud Qualification (or equivalent).</p>	<p>✓</p> <p>•</p> <p>✓</p>	

		<p>At least 2 years' experience of leading a corporate fraud team within a multi-disciplinary organisation, preferably within the public sector.</p> <p>Understanding of the Council's structure and governance arrangements.</p> <p>Knowledge of relevant legislation, regulation and best practice.</p>	<p>✓.</p> <p>✓.</p>	<p>✓.</p>
<p>Establish and maintain an ongoing corporate fraud risk horizon scanning process.</p> <p>Obtain and disseminate alerts surrounding emerging fraud risks from various agencies / national groups, e.g. Police Scotland, National Anti-Fraud Network (NAFN), Audit Scotland.</p> <p>Take collaborative steps to ensure the Council is best placed to mitigate the fraud risks it is exposed to.</p> <p>Promote and implement a strong anti-fraud culture throughout the Council and, through the provision of advice and guidance and development and delivery of training, advance awareness of fraud risks and how to mitigate them.</p>		<p>Communication skills with the capability and resilience to constructively challenge, persuade and influence senior management.</p> <p>Experience of fraud risk horizon scanning.</p> <p>Ability to anticipate and take collaborative steps to ensure fraud risk mitigation.</p> <p>Experience of providing clear and focused advice and guidance to management and other stakeholders.</p> <p>Experience of developing resources for training and awareness raising purposes.</p> <p>Presentation skills.</p>	<p>✓.</p> <p>✓.</p> <p>✓.</p> <p>✓.</p>	<p>✓.</p> <p>✓.</p>
<p>Develop, co-ordinate and oversee pro-active fraud detection campaigns, using appropriate techniques, including data analytics / matching.</p>		<p>Experience in identifying potential sources of data.</p> <p>Experience of developing and delivering data analytics programmes.</p>	<p>✓.</p>	<p>✓.</p>
<p>Discharge Key Contact responsibilities for the biennial NFI exercise and any supplementary flexible matching exercises, liaising with external audit / Audit Scotland and the Cabinet Office as required.</p>		<p>Planning, co-ordination and organisational skills.</p> <p>Ability to manage conflicting demands.</p>	<p>✓.</p> <p>✓.</p>	
<p>Manage the administration of the Council's whistleblowing service in accordance with the Council's new standalone policy and supporting procedures / guidance, including ensuring that any allegations received are appropriately logged and investigated, with related outcomes being accurately and timeously recorded.</p>		<p>Knowledge and experience of administering a whistleblowing service.</p> <p>High standard of personal and professional integrity and evidence of exemplary behaviour in relation to ethics and professional standards.</p>	<p>✓.</p>	<p>✓.</p>

		Ability to demonstrate discretion and maintain the highest level of confidentiality.	✓•	
		Familiarity with the requirements for public accountability.		✓•
Compile reports (including case summaries and statistics) for senior management as well as attending, when required, internal disciplinary meetings and hearings as a witness for management / HR. Compile, on behalf of senior management, relevant committee reports for Standards, Audit & Risk Committee, including the CFT Activity and Performance Report (incorporating whistleblowing statistics), and annual / interim NFI reports.		Time management skills.	✓•	
		Report writing skills.	✓•	
		Ability to summarise and present findings for multiple audiences.	✓•	
		Experience of liaising with all levels of staff, including senior management.	✓•	
Attend Standards, Audit and Risk Committee as and when required.		Experience of attending and presenting at committee / board meetings.		✓•
		Political and media awareness.		✓•
		Experience of engaging with elected members.		✓•
Manage the work of the CFT, including allocating fraud referrals / special projects, apportioning caseloads and providing line management support and supervision to staff within the team, ultimately ensuring that referrals, investigations and outcomes are accurately recorded and maintained. Ensure the appropriate and lawful evidence gathering and storage practices are exercised at all times. Ensure staff within the CFT are adequately trained and updated on any relevant new or changed legislation, regulation, policies and procedures.		Ability to display positive leadership behaviours, provide clear direction and support change.	✓•	
		Leadership and team management and coaching skills.	✓•	
		Supervisory skills and experience.	✓•	
		Experience of information security.	✓•	
		Proficient in case management and ensuring accurate record keeping.	✓•	
		ICT Skills (Office 365 Apps e.g. Word, Excel, SharePoint, Outlook, Teams)	✓•	
Undertake and co-ordinate surveillance if requires and as appropriate in accordance with the Investigatory Powers (Scotland) Act 2000 and any subsequent amendments to that Act.		Experience of carrying out / co-ordinating surveillance in accordance with RIPSA.		✓•
		Tact, diplomacy and assertiveness skills.	✓•	
Investigate complex fraud cases, including those relating to the misappropriation of resources, conduct Interviews Under Caution / witness interviews and compile statements as required. Attend, if required, Sheriff and / or High Court as a representative of Fife Council, as a witness.		Ability to formulate effective and proportionate fraud investigation strategies.	✓•	
		Experience of carrying out investigation work.	✓•	

	<p>Experience of analysing and interpreting information / data, including financial information / data.</p> <p>Interviewing skills.</p> <p>Ability to authorise / conduct Interviews Under Caution ensuring that interview content complies with legislation.</p> <p>Ability to cope with potentially difficult / aggressive individuals and / or deal with conflict.</p> <p>Ability to check the accuracy and journey of transactions / activities undertaken by others.</p> <p>Knowledge of Scottish legal system.</p> <p>Conflict handling skills.</p> <p>Experience of acting as a Specialist Reporting Agent and reporting alleged crimes directly to the COPFS.</p>	<p>✓•</p> <p>✓•</p> <p>✓•</p> <p>✓•</p> <p>✓•</p> <p>✓•</p> <p>✓•</p> <p>✓•</p>	<p>✓•</p> <p>✓•</p> <p>✓•</p> <p>✓•</p> <p>✓•</p> <p>✓•</p> <p>✓•</p>
Attend and actively contribute to relevant Council, partnership / multi-agency and national meetings and groups e.g. Scottish Local Authorities Investigators Group (SLAIG).	Experience of attending local / national groups / meetings and actively contributing.	✓•	
Conduct Personal Development Plan Reviews, authorise annual leave and public holidays and manage / monitor attendance / absence in line with relevant Council policies and guidance for staff within the CFT, ensuring that service delivery is maintained.	<p>Ability to develop the technical expertise and specialist knowledge of junior Team members.</p> <p>Ability to relate to members of the Team and display empathy and sensitivity toward Team members.</p> <p>Ability to engender a positive performance culture and to motivate, empower and coach others to give their best.</p>	<p>✓•</p> <p>✓•</p> <p>✓•</p>	
Ensure continuous professional development is personally maintained, including completion of mandatory and other relevant training.	Commitment to fulfilling continuing professional development (CPD) requirements as appropriate.	✓•	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Range %	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Job Title (Specialists Tasks)				

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>