



LONDON BOROUGH OF HACKNEY

Job Description

POST TITLE:	Principal Investigator
DIRECTORATE:	Finance and Corporate Resources
SERVICE:	Audit and Anti-Fraud
GRADE:	PO5
LOCATION:	Within the London Borough of Hackney
RESPONSIBLE TO:	Audit Investigation Team Manager
RESPONSIBLE FOR:	None

MAIN PURPOSE OF THE JOB

- To assist the Corporate Head of Audit, Anti-Fraud & Risk Management in providing: -
 - An investigation service into cases of fraud, irregularity and malpractice throughout all departments of the council or any designated external body arising as a result of Audit activity or from matters, which have been reported to the Group Director.
 - A programme of anti-fraud reviews across a range of services and departments.
- Under certain circumstances, where operational reasons make it necessary, to assist in the provision of: -
 - A service to measure, evaluate and report on the effectiveness of internal controls established by management in all council departments or designated external bodies;
 - A review service to ensure economy, efficiency and effectiveness in the use of council resources and those of any designated external body.

MAIN AREAS OF RESPONSIBILITY:

- Ensure that all work undertaken is compliant with Council policies and practice and current legislation and that working practices reflect the standards necessary to deliver a high profile and tailored service.
- To actively consider new and innovative ways of doing things recognising and promoting the positive benefit of change for the improvement/enhancement of the benefit fraud investigation service.
- To communicate in a confident and assertive manner that meets the needs of internal and external customers and in a way that influences effectively.
- Able to handle and store confidential data securely providing a clear audit trail of its use.
- To keep abreast of service/technical developments relevant to the duties and responsibilities of the post.
- To undertake special tasks/assignments as directed and provide advice/reports as required by senior management.
- To consistently apply the Council's Human Resources Standards and Equalities Standards and to ensure that this is demonstrated and maintained throughout the service.
- To have an awareness of the organisational context and commitment to the Council's organisational values and beliefs.

OTHER DUTIES AND RESPONSIBILITY:

- To ensure that all investigations/anti-fraud initiatives are carried out in accordance with published best practice and statutory requirements, specifically: -
 - Code of Practice for Internal Audit in Local Government
 - CCAB Guidelines
 - Audit Commission/CIPFA publications relating to the investigation of fraud
 - Agreed protocols with Police and External partners
 - Legislative requirements
- To ensure that investigations are carried out in accordance with the Audit & Anti Fraud Procedures and Quality Manual.
- To carry out all aspects of investigative work on individual cases ranging through formal interviewing, obtaining of witness statements, report production, police liaison and attendance at disciplinary meetings/court/employment tribunals.
- To monitor and control the work of any member of the team who is allocated to assist on a investigation for which the postholder is the 'Lead Investigator'

- To assist, when directed by the Corporate Head of Audit, Anti-Fraud & Risk Management, on investigations where another officer is acting as the 'Lead Investigator'.
- To provide advice and assistance to the Anti Fraud Teams in the use of investigative techniques when carrying out project work.
- To apply the legal requirements of the Police and Criminal Evidence Act (PACE), Human Rights Act (HRA), Regulation of Investigatory Powers Act (RIPA), Data Protection Act (DPA) and other statutory legislation affecting the work of an investigator.
- To ensure that the Corporate Head of Audit, Anti-Fraud & Risk Management is informed of any fraud or irregularity that is reported, suspected or detected.
- Where necessary to assist the Corporate Head of Audit, Anti-Fraud & Risk Management to provide training sessions to relevant officers across the Council in relation to fraud awareness and investigation techniques.
- To assist the Corporate Head of Audit, Anti-Fraud & Risk Management in the implementation of the Division wide training programme to meet the Divisions requirements in providing the necessary skills and techniques to meet the professional standards necessary when undertaking project work.
- To set up and maintain computer records of investigations, pro-active exercises and to make enquiries of other external systems.
- To prepare reports on time and to agreed quality standards as directed.
- Ensure that the Corporate Head of Audit, Anti-Fraud & Risk Management is made aware of areas where improvement to procedures, processes and compliance would help to prevent fraud recurring.
- To meet the performance and reporting requirements as set by the Corporate Head of Audit, Anti-Fraud & Risk Management.
- Assist in the preparation and presentation of progress reports to senior management and the Council's Audit Committee (or other review body established by the Council) on all issues relating to the investigation of fraud, RIPA and NFI.
- To represent the Audit & Anti Fraud Division as directed by the Corporate Head of Audit, Anti-Fraud & Risk Management.
- To perform, as directed by the Corporate Head of Audit, Anti-Fraud & Risk Management, personnel recruitment and administrative functions as may be required in accordance with Council policies and directives.

- To undertake any other duties as required by the Assistant Director Audit & Anti Fraud.
- Post holders are required to undergo/produce a Disclosure Barring Service (DBS) report that is acceptable to the Council.
- To perform the responsibilities of the post in a way that is consistent and adds value to the core objectives and values of the Audit & Anti Fraud Division and the Council and in accordance with legislation/regulations and industry best practice. In particular, to help promote a strong and positive corporate image for the Audit & Anti Fraud Division and foster teamwork in an environment of continuous improvement.



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Person Specification

KEY SKILLS AND COMPETENCIES

- Self-motivated and effective team player.
- Able to provide services in a manner that promotes equality of opportunity and collaborative working within staff teams.
- Able to adopt a flexible approach to problem solving, i.e. can influence and be influenced.
- Able to implement service delivery initiatives and projects including reporting within set time-scales.
- Ability to work unsupervised, under pressure and meet strict deadlines, organising and prioritising large workloads including experience of co-ordinating various projects at one time and with use of your own initiative
- Ability to demonstrate excellent communications skills including well developed oral, written and presentational skills.
- Must be able to deal tactfully with all levels of Council employees and stakeholders of the Council.
- Able to set personal priorities, objectives and deadlines working in an environment of high volumes of work, tight deadlines and targets whilst maintaining a focus on the key service priorities/accountabilities.
- Ability to acquire/develop new skills and demonstrate a strong commitment to learning/continuous professional development.
- Able to evidence the understanding of corporate objectives.
- Able to provide services in a manner that promotes equality of opportunity and collaborative working.

OTHER SKILLS AND EXPERIENCE

- Able to deliver effective investigations into allegations of fraud/irregularity and ensure compliance with legislation, Council policies and procedures and professional standards where appropriate.
- Able to demonstrate sound practical experience of undertaking in-depth investigations into all types of allegations relating to fraud, irregularity and malpractice to prosecution standards within a counter fraud environment and/or to a standard supportive of disciplinary action through the Council's Code of Conduct.
- Experience and working knowledge of managing complicated investigations into potential fraud and irregularity and directing/monitoring the work of junior staff on individual investigations.
- Experience in the production of quality internal audit reports and case summaries in a variety of formats including graphical/statistical analysis and other computer based techniques to advise and direct management.
- Experience of assisting in the management of a busy investigations team on a day-to-day basis including staff supervision and performance monitoring.
- Some experience of the audit planning process including the production of strategic and operational plans.
- Knowledge and some experience of planning/undertaking project work of an anti-fraud nature designed to test and improve the Council's control procedure.
- Experience of obtaining witness statements, providing statements and attendance at court, disciplinary hearing and employment tribunals.
- Experience of training staff in the use of audit techniques relating specifically to investigation type work.
- Experience of attendance at meetings, project groups and working groups as a representative of the Audit & Anti Fraud Service.
- Familiarity with a wide range of statutory and regulative requirements, that impact of the work of Internal Audit (e.g. Data Protection, PACE, Human Rights Act, RIPA, etc)
- Willingness and ability to work outside normal office hours (i.e. early mornings, evenings and weekends when the situation demands).

QUALIFICATIONS & EXPERIENCE

- Able to demonstrate a good working knowledge of statutory/legislative requirements and published best practice including (but not limited to): -
 - Code of Practice for Internal Audit in Local Government
 - Criminal Procedure & Investigations Act
 - Audit Commission/CIPFA Publications relating to investigating fraud
 - Fraud Act
 - Theft Act
 - Crime & Disorder Act
 - Data Protection Act,
 - Police and Criminal Evidence Act,
 - Human Rights Act,
 - Regulation of Investigatory Powers Act
 - Proceeds of Crime Act

- A recognised qualification in counter fraud studies is essential (Accredited Counter Fraud Specialist or equivalent) and/or good practical experience to the standards required.

- Able to demonstrate substantial experience working at a senior level within an internal audit and counter fraud service in the public sector.

- To undergo a Disclosure & Barring Service check that is acceptable to the Council.