

Job Description

Job descriptions should be no more than four pages when complete.

Where you are amending an existing job description you **must** make the changes using Track Changes.

Once you have decided what role you require within your team / department structure, you need to articulate this into a job description. This needs to be a specific description of the role, including the responsibilities that the job-holder will carry out as well as what qualifications and skills they will require to fulfil the role. Please note: job description should not be based on an individual but on the role the business requires.

Job descriptions must be accurate and created before the recruitment process.

A Post Details	
Job Title: Fraud Risk Assessment Specialist	Grade: B004
Department: Professional Standards Department	Division: A Division
Reports to: Gary Williams	Contract Type: <input type="text"/>
Level of Vetting: <input type="text"/>	Numbers in Post: 1
B Purpose of the Post	
<p>This post holder will provide expert advice and insight on fraud risks to BTPA & BTP senior management. The main route by which this will occur will be by independently completing a number of in-depth fraud risk assessments across a number of systems and processes throughout the organisation.</p>	
C Dimensions of the Post	
<p>Financial- Non-Direct</p> <ul style="list-style-type: none"> Advising on areas of fraud risk in an organisation that has an annual budget of over £330m, of which payroll costs are approx. £240m. <p>No direct staff responsibilities.</p> <p>Other statistical data</p> <ul style="list-style-type: none"> Advising on processes linked to an organisation with over 5,000 employees. 	
D Principal Accountabilities	
<p>The post holder will:</p> <ul style="list-style-type: none"> Work with the BTP and BTPA fraud leads to agree the areas where a risk assessment is required. 	

- Build and maintain an effective relationship with appropriate Heads of Departments and Senior Management whose areas will be subject to a risk assessment.
- Prepare a project plan to ensure successful completion of all assessments within agreed period of time.
- Lead on workshops to enable the completion of the independent fraud risk assessments to the Public Sector Fraud Authority methodology across a number of business areas
- Report findings and conclusions, initially verbally then in writing, to Heads of Departments and relevant committees such as Finance Assurance Board, Audit, Risk, Inspection & Compliance board.
- Provide recommendations on control improvement required on areas of review, using understanding of governance, policies and best practice across the public sector.
- Track recommended actions to completion.
- The risk assessment findings will feed into the planning work on the development of counter fraud analytic solutions, the post holder will therefore be asked to provide recommendations into this work.
- Educate and provide expert advice to the wider organisation on the importance of fraud risk assessments and controls.
- Work closely with and report to BTPA Risk & Assurance Manager, BTP Deputy Director, Financial Control and Head of Audit and Assurance on progress.
- Working alongside the Audit and Assurance team to consider wider implications of control weaknesses.
- As the department responsible for fraud investigation the post holder will also work closely with the Professional Standards Department.
- To review and assess the counter fraud requirements for BTP and the longer-term resourcing required to deliver this.

E Decision Making

Make Decision:

- Project plan preparation
- Prioritise fraud risk assessment areas.
- Provide conclusions and recommendations to the organisation following completion of risk assessments.
- Provision of expert advice on fraud risks and controls
- Post holder will need to work and influence with Heads of Departments to arrange suitable time for assessment completion and educate on the importance of the work.

Significant say in Decision:

- Agree areas of focus requiring a fraud risk assessment
- Contribute to decision making on areas of focus for future planned data analytics.

F Contact with Others

Internal:

The post holder, due to the nature of the role, will have contact with many different Divisions and Departments and grades across the organisation in order to complete the risk assessments. Some of the main contacts are noted below:

- Line management will be undertaken by Detective Chief Inspector Professional Standards
- Heads of Departments including Commercial, People and Culture.
- Chief Officer Group- reporting of final conclusions to Deputy Chief Constable, Director of Finance and Commercial Services and People and Culture.
- Audit and Assurance Team.
- Professional Standards Department.
- Teams of various backgrounds and seniority responsible for areas being reviewed; including Payroll, Travel, Finance.

External:

- Fraud Leads in other public sector organisations to observe best practice, leverage where other organisations have documented generic risks and controls.

G Essential Criteria

Qualifications and Training:

- Qualified counter fraud professional – Government Counter-Fraud Professional, ACFE or equivalent
- Public Sector Fraud Authority Fraud risk management training

Experience:

- Experience in independently completing in-depth fraud risk assessments across a number of different fields in a medium sized organisation.
- Experience of working in a counter fraud environment.
- Experience in preparing project plans and reporting progress.
- Proven ability of working and communicating with individuals at all levels and from all backgrounds of the organisation.
- Leading effective workshops.
- Experience in quickly building stakeholder relationships.
- Experience of reporting in writing and verbally to senior management.

Skills:

- Ability to understand, analyse and advise on complex processes and data in a short period of time to complete the risk assessments and provide recommendations.
- A high degree of organisation skills and the ability to manage multiple pieces of work at one time.
- Strong stakeholder management, influencing and team working skills, to obtain buy-in across the organisation for the fraud risk assessment process.
- Excellent written and verbal reporting skills to explain the findings of the fraud risk assessment and report into the relevant committees.
- Computer literacy skills with an advanced knowledge of Microsoft Teams, Outlook, Word, Powerpoint and Excel.

Knowledge:

- Public Sector Fraud Authority Fraud risk reporting standards and guidance.
- Understanding of the overarching policies and governance in place for public sector organisations.
- Understanding of the more common fraud risks associated with public sector organisations.
- Best practice in counter fraud management.

Desirable criteria:

- Experience and knowledge of police organisations and the fraud risks associated.
- Risk management qualification / experience

H Additional Information



For Panel to complete only:

Line Manager Approval: (this is only signed off when the line manager has approved the final version)

Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel)

Date:

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [People & Culture Policy & Reward inbox](#)

You will be advised of a panel date following receipt of the submission