

**PERSON SPECIFICATION**

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| **Job Title** | Counter Fraud Specialist (Level 1) | |
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| **Band/Grade** | 6 |  |

| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
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| **Qualifications** | Educated to degree level or equivalent in a relevant subject.  Experience of working in an investigative, intelligence, economic crime or risk management background  In possession of or working towards the following:  Accredited Counter Fraud Specialist  Intelligence Officers Foundation Course  ROSIE or III Course.  Fraud Risk Assessment (PSFA)  Or  Recognition of Prior Learning gained in an investigation or intelligence organisation. | Member of the Government Counter Fraud Profession. |
| **Knowledge** | Excellent IT skills including the ability to use a case management database and supporting IT programs like Microsoft Office.  Experience of handling sensitive and confidential data in compliance with the law and best practice | Knowledge of the UK Government’s Fraud Functional Standards and Professional Standards. |
| **Experience** | Practical experience of countering fraud or managing fraud risks in either a commercial or public sector environment.  or  Practical experience of investigating fraud in either a commercial or public sector environment.  or  Practical experience of working in an intelligence bureau or similar and the production of standard intelligence products. | Experience of delivering fraud prevention programmes in a large organisation.  Previous experience of supporting major investigations up to and including at High Court.  An ability to undertake research and use initiative in the development of project-based work. |
| **Personal Qualities** | Demonstrable ability to effectively manage and prioritise a diverse and demanding portfolio of deadline-critical work.  Excellent communication and influencing skills. Ability to brief effectively to a wide range of audiences and draft business reports for use at senior level.  Demonstrates initiative generally and specifically in the achieving of strategic and operational goals | A team player who prioritises organisational goals above their own and who can follow instruction of others equally as well as they can lead.  A collaborator who values business relationships and has effective negotiation skills. |
| **General** | Demonstrable understanding of equal opportunities and valuing diversity  Knowledge and understanding of probity and appreciation of its importance  Some unsociable hours may be required to support the wider service and at least 60% of the time will be spent out of the office  No previous criminal convictions | Current UK driving licence as regular travel within Scotland and occasional travel within the UK will be required. |