



Ipswich Borough Council Job Description:

Job Title: Intelligence Officer

Main Purpose Of Job

To provide a wide range of intelligence and investigative support to the Corporate Fraud Service, including establishing, managing and maintaining efficient and effective intelligence systems.

Main Duties

1. To collate and validate intelligence and evaluate the reliability of sources and credibility of information.
2. To analyse data using data matching and a variety of desktop tools as well as various internet and database checks to assist with the profiling and support provided to Investigation Officers to determine the direction of an investigation.
3. To act as Single Point of Contact (SPOC) for Corporate Fraud Services for the receipt and dissemination of intelligence.
4. Using intelligence to support the achievement of the Corporate Fraud team's objectives, ensuring all intelligence is used ethically and in line with the relevant legislation and the organisation's policies and codes of practice.
5. To undertake background enquires and analysis for each fraud referral received.
6. To act as an authorised officer for Prevention of Social Housing Fraud Act (Poshfa) and Council Tax Reduction Scheme (Fraud and Enforcement) enquiries.
7. To deal with the receipt, filtering and compilation of statistical returns in respect of externally undertaken data-matching exercises (including the National Fraud Initiative).
8. To assist in the compilation and analysis of statistics required by the Internal Audit Services Manager.
9. To assist the Internal Audit Services Manager in undertaking counter-fraud publicity drives and ongoing publicity exercises.
10. To provide clerical and administrative support to the Corporate Fraud Service.
11. Controlling the Corporate Fraud Service case investigation filing system, interview under caution library and evidence retention systems in line with legislative / criminal law requirements.
12. Assisting in the administration of formal cautions and administrative penalties.
13. Operating the Corporate Fraud Unit's "Fraud Hotline" to record reports from members of the public suspected fraud and dealing with receipt of written reports of suspected fraud.
14. To respond to individual queries, by both telephone and in person, often when the office is unattended by other staff, using initiative in dealing with the matters arising.

15. To undertake any other duties applicable to the nature of, and related to, the grading of the post.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.

PERSON SPECIFICATION

Intelligence Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge/Qualifications	Educated to A-Level or equivalent. Understanding and awareness of the National Intelligence Model and its application. Practical and procedural knowledge of Data Protection Regulations. Practical and procedural knowledge of fraud indicators. Practical and procedural knowledge of counter fraud verification measures.	Knowledge of Council services and procedures. Practical and procedural knowledge relating to the investigation of fraud offences.	Certificates, application and interview
Work related experience, skills and competencies	Knowledge and experience of researching and exploring information sources and collection of data. Good ICT skills, including use of Microsoft applications. Able to understand and interpret complex procedures and legislative / best value and best practice guidance. Able to analyse and interpret large quantities of data to detect potential causes of fraud. Advanced problem-solving, analytical and decision-making skills with the ability to make	Previous experience within an intelligence or investigative role. Able to prepare procedural and statistical reports. Able to use data sampling techniques.	Application and interview

	informed recommendations based upon available intelligence and information. High levels of accuracy and attention to detail, able to undertake work in a methodical and logical manner. Able to maintain strict confidentiality in all situations. Able to work independently as well as within a team. Able to work in a pressurised environment to tight deadlines and timescales.		
Personal skills	Able to maintain high levels of sustained concentration. Excellent interpersonal skills with the ability to deal with difficult or challenging individuals. The ability and self-motivation to achieve performance targets and deadlines. Willing and able to cope with changes of task as priorities change.		Application and interview
Special working conditions	Able to work outside office hours if required.		Application and interview