

## **Job Profile**

**Job Title: Principal Investigator**

**Job Grade: Level 4 Zone 2**

**Salary Range: £45,042 - £51,870**

### **About Camden**

Camden is about building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy, we're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

### **About the role**

The Principal Investigator role sits within the Council's Anti-Fraud and Investigations Team (AFIT) which forms part of the Internal Audit, Investigations and Risk Management service.

The overarching aim of the role is to assist the Head of Internal Audit, Investigations and Risk Management and the Audit Manager in the delivery of reactive and proactive investigations, in line with the Council's Anti-fraud and Corruption Strategy (AFCS) and whistleblowing policy.

### **Primary functions**

1. To assist the Head of Internal Audit (HIA) and the Audit Manager (AM) to implement the Council's Anti-Fraud Strategy and Whistleblowing Policy, by undertaking proactive and reactive fraud investigations promptly and to a high standard.
2. To protect the Council from fraud, corruption and irregularity by assisting the HIA and AMI to deliver an efficient and effective fraud investigation service.
3. To deliver the Council's proactive anti-fraud plan to a high standard using data matching tools and data analytics where applicable.
4. To undertake reactive investigations promptly and to a high standard, including complex, cross-cutting investigations.
5. To conduct whistleblowing investigations, including complex whistleblowing investigations with multiple disclosures.
6. To exercise discretion and maintain confidentiality at all times while delivering proactive and reactive investigations.

7. To provide anti-fraud advice to officers across the Council and /or Members, and to engender a strong anti-fraud culture by providing advice to prevent fraud.
8. Where necessary, present investigation reports to senior level boards, such as directorate management teams and the Audit and Corporate Governance Committee if requested by the HIA or AM.
9. To undertake any other duties as required by the HIA or AM.

The post holder will be required to demonstrate some flexibility in managing a programme of work and adapting and prioritising this programme as fraud risks/investigations caseloads change.

The post-holder will also need to demonstrate high levels of information management skill, including the handling of confidential information.

Input into decisions on whether to proceed with complex cases will be required, as will judgement over the quality of evidence obtained to support specific investigations.

Good judgement on the legality of evidence will be required and a need to advise and support more junior investigator colleagues may arise, depending on the complexity of the case under review.

Note: All Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties.

## **About you**

### **Qualifications**

Essential

- Recognised anti-fraud qualification such as an Accredited Counter Fraud Specialist (ACFS).

### **Knowledge**

Essential

- Detailed understanding of anti-fraud and investigatory procedures.
- Detailed knowledge of legislative requirements such as the Fraud Act, RIPA, PACE.
- Sound understanding of anti-fraud techniques.

#### Desirable

- An understanding of internal audit and risk management.

#### **Skills and Behaviours**

##### Essential

- Able to demonstrate sensitivity and arbitration skills in conflict situations.
- Strong interviewing/interrogation skills.
- Sound documentation of evidence skills.
- Sound time management skills.
- Sound written and verbal communication skills.
- Self-motivated, capable of responding to situations and managing conflicting priorities, and able to work under pressure.
- Proven ability to work on own initiative.

#### **Relevant Experience**

##### Essential

- Experience in conducting proactive and reactive investigations.
- Experience in multi-tasking and managing a diverse case load.
- Experience in the production of quality investigation reports incorporating conclusions and , where applicable, control recommendations.
- Some experience in the use of CAAT's including data retrieval and interrogation, local manipulation of data and use of test data when undertaking investigations work.
- Familiarity with a wide range of statutory and regulative requirements, that impact of the work of Internal Audit i.e. Data Protection, PACE Act, Human Rights Act, RIPA etc.
- Ability to deputise for the Audit Manager if necessary.

#### **Work Environment:**

While the role is largely remote, some travelling is required to Council offices and other investigations locations.

**People Management Responsibilities:**

The role reports to the Audit Manager. There are no people management responsibilities. There is a potential for supervisory responsibility for an auditor or graduate trainee on specific assignments.

**Relationships:**

In addition to the immediate team, the postholder, in undertaking duties associated to the role, will liaise with:

- All employees of the Council, specifically the Internal Audit and Risk Management teams;
- Partner organisations; and
- Members of the public.

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

**Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.