



Business Services Authority

JOB DESCRIPTION

POST: Area Anti Fraud Specialist

BAND: 8a

LOCATION: Regional

JOB SUMMARY

NHS Protect has responsibility for all policy and operational matters relating to the prevention, detection and investigation of fraud and corruption and the management of security in the NHS.

The post holder will be the lead anti fraud specialist on behalf of NHS Protect within their designated regional area providing support, advice, guidance & direction in matters relating to counter fraud arrangements within NHS health Bodies, particularly to Local Counter Fraud Specialists (LCFS) and Directors of Finance (DOF). The AAFS will be responsible for servicing a number of health bodies within a defined geographical area. Main elements of their work shall comprise of developing & promoting an Anti-fraud culture, supporting deterrence work, prevention detection, supporting LCFS in their conducting of investigations, promoting the application of a full range of sanctions and promoting the pursuit of redress. The work will be challenging and will often involve working to tight deadlines; however, it shall also be rewarding in that the post holder shall be directly contributing towards the protection of NHS funds for improved clinical care. The post holder will be required to work in a sensitive and complex environment without guidance and be able to make balanced and informed decisions accordingly and to personally undertake sensitive work as appropriate or as directed.

DUTIES AND RESPONSIBILITIES

1. To lead and provide anti fraud experience, help, support, advice & guidance to health bodies, DOF & LCFS. Ensuring that LCFS are fully managed and supported and continually developed (personally and professionally) to deliver work in the seven areas of generic action detailed in the NHS Protect anti fraud strategy.

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2. To ensure a systematic approach to quality assurance of anti fraud work within the region, ensuring that quality standards are maintained by LCFS and through liaising with other NHS Protect teams as appropriate.
3. To allocate, supervise & monitor fraud referrals and notifications to LCFS within the designated area; providing appropriate support to underpin NHS Protects' Fraud & Corruption Manual (FCM)
4. To ensure all work undertaken by LCFS directly, or jointly with other agencies, is undertaken in accordance with concepts of due professional care, a systematic approach and good practice thereby maintaining the highest professional standards.
5. To ensure that LCFS conduct duties in accordance with the Data Protection and Human Rights Acts ensuring compliance with measures to protect the confidentiality of staff, patients, practitioners and NHS health body information.
6. To ensure that LCFS present evidence professionally and effectively at civil and criminal courts, disciplinary hearings and Professional and Regulatory bodies.
7. To maintain an up to date working knowledge of criminal, disciplinary and civil legislation and detection and investigative methods and to disseminate these to LCFS and other NHS Protect staff as appropriate. Ensuring that where offences are proven, appropriate disciplinary, civil and/or criminal sanctions are applied consistently.
8. To ensure that all information and intelligence gained from local investigative work is reported and escalated to ensure that fraud trends are mapped and used to fraud-proof of NHS policies & procedures.
9. To lead in how Information Technology may be best used to counter fraud and to apply this knowledge proactively and effectively using all Information Systems available.
10. To be the lead NHS Protect representative within the designated regional area for application submissions for specialist forensic services & special powers i.e. Health Act, IOCCA & RIPA etc to aid investigations.
11. To be responsible for the management and vetting of all cases papers, evidence and witness testimonies submitted for the consideration of proceedings and to ensure that all evidence is legally obtained in accordance with the Police and Criminal Evidence Act (PACE) and Criminal Procedures & Investigations Act (CPIA) legislation.
12. To be trained in and oversee operational duties and surveillance as necessary in order to provide support for LCFS in this specialist area.
13. To assist NHS bodies in pursuing financial recoveries.
14. To ensure that case details and statistics are maintained upon the FIRST case management system to ensure accurate reporting to auditable standards.
15. To establish effective liaison with other operational fraud staff, investigative bodies, professional and specialist bodies and/or stakeholders across both the public and private sectors. This could include liaising with equivalent anti fraud services and private health insurers, on fraud matters, within other areas of the United Kingdom and Europe and working seamlessly with other Government agencies on joint projects and enquiries.
16. To effectively lead negotiations within the designated regional area, to ensure that sensitive issues are dealt with accordingly.

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17. To liaise with Health Body DOF, Executives & Non-executives i.e. Audit Committees etc providing specialist support, guidance and advice on all matters pertaining to fraud within the region to ensure compliance with Secretary of States directions relating to Anti Fraud measures within the NHS, ensuring their participation in Risk Measurement and pro-active Fraud Awareness exercises by interacting directly with staff and patients to promote the aims and objectives of NHS Protect.
18. To establish and maintain a close and effective working relationship between NHS Protect, the Care Quality Commission (CQC), The National Fraud Authority, Monitor, Police services, Department of Work & Pensions Legal Section.(DWP/L)., Chief Crown Prosecutors, the National Audit Office, Audit Commission and internal audit services in line with agreed Memorandums of Understandings (MOU) and concordats.
19. To participate in consultations with the Department of Health (DH) NHS bodies & key stakeholders in matters relating to counter fraud work within the NHS.
20. To influence the creation & maintenance of an anti-fraud culture within the NHS. Conduct Fraud Awareness presentations, present fraud findings, reports and recommended policy changes to Health body executives, senior managers & clinicians.
21. To lead & influence a comprehensive approach to ensure anti fraud work is undertaken by NHS health bodies within the designated regional area. Ensuring NHS Protect tools, methods & strategies are fully utilised to identify, investigate & appropriately sanction all types of fraud and/or corruption affecting or involving the NHS.
22. To prepare and assist NHS Protect Senior Management Team (SMT) in the preparation and/or presentation of reports, submissions and other documents suitable for use at ministerial level.
23. To plan, implement & review strategic & investigative work to ensure anti fraud objectives are met.
24. To participate in the development of NHS Protects policies and procedures to ensure effective implementation, monitoring and review to ensure that the NHS is protected and its assets are protected.
25. To work in close association with the Area Security Management Specialist (ASMS) within the designated regional area to ensure consistency of approach & working practices.
26. To support & assist with the development of professional anti fraud training & personal learning routes.
27. To be prepared to work in any NHS Protect region as required or directed with recognition of the potential need to work away from base overnight or for longer periods of time subject to operational demands.
28. To be prepared to work outside of normal office hours as and when required and possibly at weekends.

WORKING RELATIONSHIPS

Accountable to: Area Manager (Anti Fraud)

Accountable for: Area Anti Fraud Specialist Support

Liaises with: Directors of Finance. Heads of Audit Committees, Investigative

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and Regulatory bodies.
NHS managers and LCFS

NOTES

1. The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all tasks which the post holder may be required to perform.
2. To carry out the responsibilities of the post with full and due regard to the NHS policies, procedures and negotiated agreements including Equal Opportunities and Health and Safety. To carry out duties in accordance with the Data Protection Act and comply with measures to protect the confidentiality of information.
3. This job description may be subject to change in the light of experience and circumstances and after discussion with the post holder.
4. The post holder will undertake such other duties as may be required commensurate with grade and experience.
5. The post holder will be expected to act with full regard to the requirements of the Authority's policies and procedures, including those relating to Health and Safety.

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PERSON SPECIFICATION

DIVISION: NHS Protect

POST: Area Anti Fraud Specialist - Band 8a

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	DEMONSTRATED BY
<p>QUALIFICATIONS (proof required)</p>	<p>Educated to degree level or equivalent experience of operational work in the NHS, public or private sector within a counter fraud discipline.</p> <p>Be an Accredited Counter Fraud Specialist or be prepared to work towards accreditation.</p> <p>Possesses a current driving license.</p>	<p>Post graduate qualification in a relevant discipline</p>	<p>Application / Interview</p>
<p>EXPERIENCE</p>	<p>Experience of working within the NHS and a good understanding of its processes and systems.</p> <p>Significant experience of managing and directing fraud investigations to the required legislative standards and achieving positive outcomes in a range of sanctions.</p> <p>Can demonstrate an analytical</p>		<p>Application / Interview</p>

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	<p>approach to identifying problems and developing real and practical solutions.</p> <p>Has good presentation skills and can demonstrate experience at giving presentations at all levels to both internal and external audiences.</p> <p>Can demonstrate the ability to tackle a number of diverse tasks and to be able to prioritise work accordingly, whilst working to tight deadlines.</p>		
SPECIALIST KNOWLEDGE	<p>Can demonstrate strong mentoring and coaching skills.</p> <p>Has good drafting skills and experience of writing high quality material for use at a senior level.</p> <p>Can demonstrate an understanding of the impact of fraud on the NHS and the importance of keeping it to an absolute minimum.</p>		Application / Interview
APTITUDES	<p>Possesses an excellent standard of verbal, written,</p>		Application / Interview

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	<p>communication and influencing skills with direct experience and application to liaising effectively with a range of internal and external stakeholders at a senior level.</p> <p>Is IT literate with good working knowledge of Microsoft Office and associated packages</p> <p>Has a proven track record of actively promoting equal opportunity and diversity policies and actively applying them in the counter fraud environment.</p>		
DISPOSITION	<p>Considerable personal initiative with the ability to work with a high degree of autonomy and as part of a team.</p> <p>Demonstrable ability to tackle a number of diverse tasks and be able to prioritise and manage work accordingly whilst working to tight deadlines</p> <p>Willing to travel as required and directed to perform the role and work away from home and</p>		Application / Interview

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	outside office hours as necessary.		
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* Proof of Qualifications Required.

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