



# **JOB DESCRIPTION QUESTIONNAIRE (JDQ)**

**DIRECTORATE -** Central Crime Command  
**DEPARTMENT / COMMAND -** Economic Crime Team (ECT)  
**SECTION -** Fraud Investigation / Victim Safeguarding  
**JOB TITLE -** Report Fraud Evaluator  
**REPORTS TO -** Detective Sergeant – Economic Crime Team  
(Fraud)  
**POSITION No -**  
**CURRENT RANK / GRADE**  
**DATE -**

## **1. JOB PURPOSE**

To provide a comprehensive and cost-effective assessment of the Report Fraud's N-CAS 'Foundry' submissions to Merseyside Police.

## **2. PRINCIPAL ACCOUNTABILITIES**

The post holder is accountable for delivering the following key outcomes:

- a) To create a Niche Occurrence, scan all relevant referral documentation, identify and include known victim, suspects and location details.
- b) Conduct pre-order enquiries with clearing banks to identify fraudulent bank accounts so effect early restraint and confiscation from suspects within Merseyside.
- c) Produce an investigation plan within Niche Occurrence and task to either the Economic Crime Team or Crime Management Unit for their attention, action and allocation. Monitor the investigation, liaise, if necessary, with OIC and/or supervision and maintain the RFAS outcomes database.
- d) Identify and prioritise vulnerable victims, prioritise these RFAS referrals and task to the identified local policing area at the earliest opportunity.

e) Adhere to and promote the Victim Charter, acting as a point of contact for all relevant fraud victims within Merseyside.) Design and deliver training input to police officers, police staff,

f) Act as a point of contact and subject matter expert for Police Officers and Police Support staff who contact the RFAS.

g) Attend RFAS Workshops and Working Groups to share information on fraud trends within other force areas.

h) Maintain a sound working knowledge of relevant **legislation, policy and guidance**, including but not limited to the **Fraud Act 2006, Proceeds of Crime Act 2002, Care Act 2014 and Adult Safeguarding procedures**.

### **3a. KNOWLEDGE, SKILLS AND EXPERIENCE**

Knowledge of relevant criminal and civil law in relation to economic crime, together with related police policies and procedures. A sound working knowledge of Adult Safeguarding legislation and National Decision-Making Model.

The ability to assess, interpret, analyse and evaluate evidence, intelligence, information and crime pattern data, to disseminate, instigate action when necessary and to identify lines of enquiry, for further investigation by level 1 and Level 2 Crime Investigators.

A knowledge of banking systems, the ways in which money and other assets are held, the international movement of money and money laundering.

To have proven excellent inter-personal and communication skills and the ability and confidence to provide specialist advice and liaise at all levels, both internally and externally.

To have proven experience of effective partnership working.

The post holder must be able to work with minimal supervision, be highly motivated and be dedicated to outstanding victim care.

Training will be provided in post given the post holder will be expected to be the Force 'expert' in this regard.

The post holder must essentially possess good IT skills, a good level of literacy and numeracy. They also must have excellent organisational skills and possess the ability to keep accurate records on behalf of the Force.

To display a high level of flexibility and resilience, together with extended working hours and demanding workloads associated with the post.

## **4. RELATIONSHIPS**

### **a) Supervisory Responsibilities**

None.

### **b) Supervision Received**

Line management and professional supervision from the **Detective Sergeant, Economic Crime Unit**, with ongoing oversight and tasking.

### **c) Other Contacts**

#### **i) Internal:**

Regular liaison with the Police Officers with the ECT **Fraud Protect Co-Ordinator**, Investigating Officers across Crime Services, Neighbourhood Policing Teams, Intelligence Directorate, Central Crime Command, and safeguarding specialists.

#### **ii) External:**

Routine engagement with regional and national economic crime teams, NCA, **Report Fraud**, DCPCU, IFED, regulatory bodies, financial institutions, Adult Safeguarding partners, MASH teams, Victim Support, Age UK, care providers, Royal Mail, telecoms providers and money service businesses.

## **5. CONTEXT**

### **Operating Environment:**

Where necessary provide advice to other departments within Merseyside Police. The post holder has responsibility for ensuring all RFAS referrals are assessed and disseminated to their relevant Investigations unit, ensuring a service is provided in support of Force wide fraud investigations. The work is complex and diverse particularly in relation to compliance with the various legislation, which deals with the investigation into fraud, Cybercrime, money laundering and the confiscation of the proceeds of crime.

The role holder will operate Monday to Friday 0800 to 1600hrs in line with the Economic Crime Team and statutory and financial partners. However, a flexible approach is essential regarding working hours to meet the varied requirements of the post.

#### **a) Framework and Boundaries:**

All Merseyside Police policies are applicable to the role.

The Data Protection Act 1998  
Criminal Procedure and Investigation Act  
Police and Criminal Evidence Act 1984  
Management of Police Information

Specific legislation includes Proceeds of Crime Act 2002 including Money Laundering Section 327 to 329, Drug Trafficking Act 1994, Section 4 Asylum and Immigration

(Treatment of Claimants Act 2004), Adult Safeguarding Procedures, Care Act 2014, Mental Health Act 1983 and Section 59 Sexual Offences Act 2013 (Trafficking for Sexual Exploitation). Misuse of Drugs Act 1971, Criminal Justice Act 1988, Proceeds of Crime Act 1995 and Money Laundering Regulations 1993 and 2001.

The post holder will need to remain up to date with current case law, procedural rulings and developments across the field.

Compliance with Health & Safety and Human Rights legislation is required and with the Force Diversity policies.

**b) Organisation:**

N/A

**6. DIMENSIONS**

**Financial:** N/A

**Staff:** N/A

**Other:** To increase public confidence by working in partnership and in support of Force Areas, Departments and outside agencies, to create a safer Merseyside by providing victim support to vulnerable victims of economic crime.

**7. JOB CHALLENGES**

Accurate recording of data associated with incidents of fraud affecting vulnerable victims on behalf of the Force

The complexity, intensity and pressures encountered during emotive assessment of vulnerable victims and high volume of fraud referrals.

**8. ADDITIONAL INFORMATION**

The post holder must demonstrate the highest standards of **integrity, professionalism and ethical behaviour** always.

**9. ORGANISATIONAL STRUCTURE:**

Detective Superintendent  
Central Crime Command



Detective Chief Inspector  
Economic Crime Team

Detective Inspector  
Economic Crime Team

Detective Sergeant  
Economic Crime Team

Detective Constable  
Economic Crime Team



Report Fraud Evaluator  
Economic Crime Team

**10. AGREEMENT OF QUESTIONNAIRE CONTENT:**

(Please sign when completed)

POSTHOLDER'S NAME:

**(Please print in block capitals)**

POSTHOLDER'S SIGNATURE:

Date:

Extn:

MANAGER'S NAME:

**(Please print in block capitals)**

MANAGER'S SIGNATURE:

Date:

Extn: