



Department
for Culture,
Media & Sport



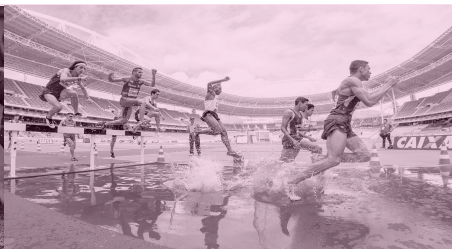
WE ARE DCMS

Job title: Economic Crime Manager

Grade: A (Grade 7 equivalent)

Reference number: 277571

Closing time and date: Thursday 22nd June - 09:00AM



Contents

About DCMS

Diversity and
inclusion

About the
Team

About the
role

Person
specification

Job details

Employee
benefits

How to apply

Selection
process

Preparing for
interview

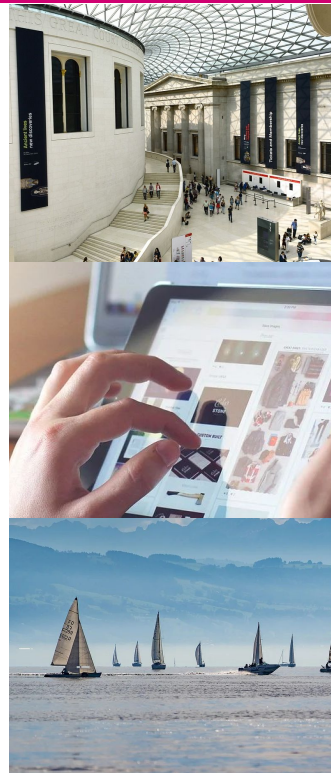
Welcome to DCMS

Driving growth and enriching lives.

DCMS is helping to make Britain the world's most creative, digital and engaged nation - an exciting place to live, visit and do business. Our work supports strong and resilient communities. It is about creating a world-leading digital economy, promoting the UK's cultural, sporting and artistic heritage and building a bigger, stronger civil society. Wherever people live and whatever their background, we want their life to be enriched by what we (and the sectors we support) do.

Our sectors are important not only for their economic contribution and growth; they are critical to creating a global UK, an essential partner for trade and investment. And they enrich lives and connect us. We are there in the big moments of national life that bring us together – cheering on our athletes to gold, the silent reflection of Remembrance Sunday - and in the community spirit of local charity volunteers. We are promoting the UK as the best place for digital investment and innovation, and as the safest place to be online and to start and grow a digital business. From the Arts Council to UK Sport, the DCMS family reaches across the country and into every community.

Our people are not your stereotypical civil servant. They are inspired by and drawn from the creative, cultural and technology sectors. We are diverse and welcoming. We embrace fresh-thinking and ideas. And we hope you will make your career with us.



To find out more about DCMS, and what it is like working here, take a look at our [LinkedIn](#) and [GOV.UK pages](#)

Our commitment to diversity and inclusion

DCMS embraces inclusivity, individuality and independent thought and we want people from all backgrounds to be their authentic self and feel valued and supported at work.

For DCMS to effectively serve the UK population, it must reflect the people that it works for. And so, we are committed to making our workforce as diverse as possible, recognising the value of diversity of thought, background and experience. This will enable DCMS to deliver the best, most inclusive policy outcomes of the highest standards to meet the needs of the diverse UK population.



Examples of how we are making our vision a reality:

- We advertise on a wide range of platforms to engage with and attract candidates, including job boards such as Vercida and Evenbreak.
- We offer reasonable adjustments at application and interview to enable candidates to perform at their best, and workplace adjustments when candidates arrive at DCMS.
- Candidates with a disability who meet the essential criteria in the job specification are guaranteed an interview under the Disability Confidence Scheme.
- We have a zero tolerance policy to Abrasive Behaviour, Harassment, Bullying and Discrimination (ABHD).
- We have over 20 staff networks who represent the diverse backgrounds of our employees.
- We have opened a new second HQ in Manchester and recruit nationally to increase the social mobility and diversity of the department.

About the team

The Grants, Risk, Assurance and Fraud team - or GRAFT - is a small and friendly team that sits within the Finance Directorate in DCMS and was created to provide advice and guidance to ensure the Department and its public bodies spend money wisely.

The Counter Fraud team currently provides advice and guidance to ensure all departmental deliveries, including those of our ALBs, incorporate sufficient safeguards and controls to minimise the threat of fraud impacting on public funding, best practice on areas like Fraud Risk Assessments and Post Event Assurance, as well as providing a expert advice on issues such as effective due diligence and risk appetite.



About the role

The risk of fraud and wider economic crime is assessed as one of the most significant risks to DCMS, for its potential adverse affect on our finances and reputation. The DCMS Group includes 47 agencies and public bodies operating across multiple sectors including the arts, culture and libraries, sport, museums and galleries and heritage assets. Together the DCMS Group had a combined budget in excess of £8bn in 21/22 and across the group there are a broad range of fraud, money laundering, bribery and corruption and sanctions related risks.

The GRAFT team within the Finance Directorate is looking to recruit a brand new Band A post which will support policy and delivery teams across both the Department and its Public Bodies to address high priority economic crime risks identified in DCMS's new Economic Crime Threat Assessment.

You will have have specific responsibility for leading two of our work streams which are;

- a) **Understanding our Risks** Leading the Department's liaison with other Government Departments (Cabinet Office, HMRC and NCA) to ensure effective and timely risking of DCMS's interests. And sharing best practice for an effective risk based approach to due diligence across the DCMS Group.
- b) **Effective Governance** Briefing senior leaders in the Departments and our public bodies on their economic crime risks, key controls and areas of improvement. Developing a economic crime performance framework, supported by qualitative and quantitative data to track performance over time, working closely with the Public Sector Fraud Authority.

Our People and Our Values



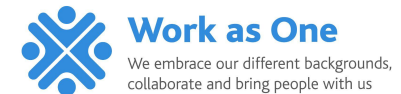
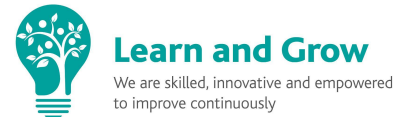
Zoe Shaw
Grants Manager

I work within GRAFT providing advice and guidance on grant schemes across the Department. DCMS particularly appealed to me when applying for roles because of their ethos of collaborative working with an emphasis on treating others kindly. I have found the GRAFT team to be a hard-working, friendly team who are always willing to go above and beyond to assist the wider department. Despite joining the team during the pandemic everyone I have worked with over the past year has been extremely supportive and approachable which I think makes DCMS a great place to work.



Inees Rashid
Assurance Engagement Manager

I recently joined the GRAFT team and quickly recognised the tremendous diversity in the work undertaken by the GRAFT teams, with the chance to work as one with different teams across DCMS. Which provides an inherent opportunity to continuously learn and grow and shape your career development. Above all I have experienced the team and Department to act with kindness, giving people a voice and appreciating their views in all aspects of life at DCMS. As a result I have been made to feel a valued member of the GRAFT team and truly recognise DCMS as a great place to work.



What are we looking for?

The ideal candidate would have the following key skills and experience:

Essential requirements:

- Experience working in counter fraud or economic roles in Government or the wider public sector.
- The ability to effectively analyse and interpret complex data and intelligence
- An excellent communicator and stakeholder manager with the ability to explain unfamiliar and/or complex or ambiguous ideas to influence change and interact with senior stakeholders
- Ability to work with senior leaders and others to support the delivery of a programme of work to tight deadlines.

Desirable skills:

- Experience working in law enforcement in either intelligence or investigations
- Understanding of the effective management of risk.
- Understanding of the effective development and management of grant programmes.
- Experience of working with Public Bodies and ALBs.
- Counter fraud or finance qualifications (eg CIPFA, ICA, FCA or other relevant qualifications)

Job details

Whilst DCMS is advertising this vacancy, the successful candidate(s) may ultimately be appointed to the newly created Department for Science, Innovation and Technology (DSIT).

Number of roles: 1

Salary: London £52,764 - £59,371, National £48,014- £54,027 + benefits plus Financial Allowance of up to £5000 depending on relevant finance qualification * plus A £4000 retention and recruitment allowance for the first year, subject to yearly renewal

Contract type: Permanent

Who can apply?: Civil Servants and external applicants

Level of security required: You must hold, or be willing to obtain SC level

Working patterns: Full-time, Flexible Working (not including part time) or Job share

Working hours: 37 hours

Location: This role will be based from any one of DCMS's hubs - London, Manchester, Darlington,

If you are an existing DCMS employee contracted to a location different to the ones listed above you can still apply for this role and retain your current contracted location.

The successful candidate will have the flexibility to work remotely, with the expectation that they attend a hub location no less than twice a week in accordance with DCMS's hybrid working policy. Occasional travel to other hubs may be required. If you have further questions on locations, please refer to the 'Information for Applicants' document attached to the job advert.

* You must be both working in a role where an accountancy qualification is essential or desirable, and be qualified, or part qualified, with an appropriate institute to be eligible for the finance allowance

If you are working in an eligible role, are enrolled on a CCAB (or equivalent) qualification and have passed at least 50% of exams, you will be eligible for a part-qualified accountancy allowance of £2,000

If you are working in an eligible role and are fully accredited/qualified with an accountancy body under CCAB (or equivalent), you will be eligible for a £5,000 finance allowance

Employee benefits

As a DCMS employee, you'll be entitled to a large range of benefits including:



A Civil Service pension - average 27% employer contribution



26.5 days annual leave - rising to 31.5 after 5 years service



Employee benefits system and staff reward and recognition bonuses



Staff wellbeing, flexible working and hybrid working



Exceptional learning and development opportunities



Generous leave for parents - including 9 months full-pay maternity leave

How to apply



To apply for this post, please send us the following documents no later than Thursday 22nd June 2023 at 9am via the CS Jobs portal:

- A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years.
- A **Statement of Suitability** (max 750 words) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role in reference to the essential requirements highlighted. You may also choose to reference the desirable skills listed.

For the **shortlist**, we will assess your **experience** and select applicants demonstrating the best fit for the role by considering the evidence provided in your application.

Should you encounter any issues with your online application please get in touch with:
dcmsrecruitment.grs@cabinetoffice.gov.uk

Selection process details

Advert closing date:	Tuesday 11th April 2023 at 9am
Shortlisting:	W.c. 10th April 2023
Interviews:	W.c. 17th April 2023
Feedback:	W.c. 21st April 2023

Candidates are asked to note the above timetable, exercising flexibility through the recruitment and selection process.

Feedback

Please note you will only receive feedback if you reach the interview stage.

Following interview, all candidates will receive a score along with some short written feedback on your performance at interview.

Get in touch

If you would like to discuss the role in more detail please contact: graeme.howe@dcms.gov.uk



The interview

The interview process will assess **behaviours** and **strengths** and potentially include a **presentation**.

The behaviours to be tested at interview are:

- Communicating and Influencing
- Changing and Improving
- Working Together
- Managing a Quality Service

You will not be made aware of the strengths being assessed prior to your interview.

As part of your interview, you may be asked to deliver a short oral presentation. Full details of this, including the topic, and whether or not you will need to use visual aids, will be sent to you prior to your interview.

Your interview will take place remotely via GoogleMeets.



How to prepare

Behaviour questions

Behaviours relate to whether applicants have the skills to carry out specific tasks by asking for examples of their experience. An example of a behaviour question would be:

- ***‘Tell me about a time when you’ve had to deal with a difficult customer requirement.’***

See the [Civil Service Success Profiles Behaviours framework](#) to check the expected performance expectation for this grade.

During your interview, we recommend you use the ‘STAR’ model:

- Situation
- Task
- Action
- Result

Strength questions

These questions highlight what energises a person, what they like to do and what is important to them; which are innate so cannot be learned.

We are looking to get a sense of your first natural response and for this reason we will not mention which strengths are being assessed.

Examples of strength based questions are:

- ***‘What motivates you?’***
- ***‘Can you think of one small manageable step that would improve x for you?’***

Success Profiles

The [Success Profiles framework](#) is what the Civil Service use to assess candidates, in order to find the right person for the job.

Throughout the assessment process, we will be assessing you against Civil Service Success Profiles.

Within this candidate pack you will find information on which elements of Success Profiles you are being assessed against.



🖱️ Click on each box for more information about each item

Questions?

If you have any questions regarding this opportunity, or the recruitment process, please consult the 'Information for Applicants' document attached to the job advert.

