



Department
for Culture,
Media & Sport



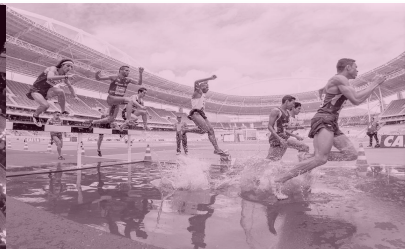
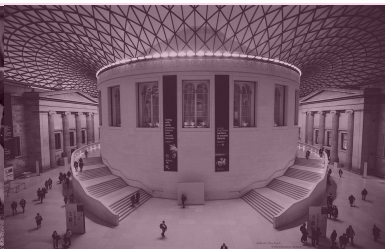
WE ARE DCMS

Job title: Head of Counter Fraud and Economic Crime

Grade: AU / Grade 6

Reference number: [Insert job reference number]

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



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Welcome to DCMS

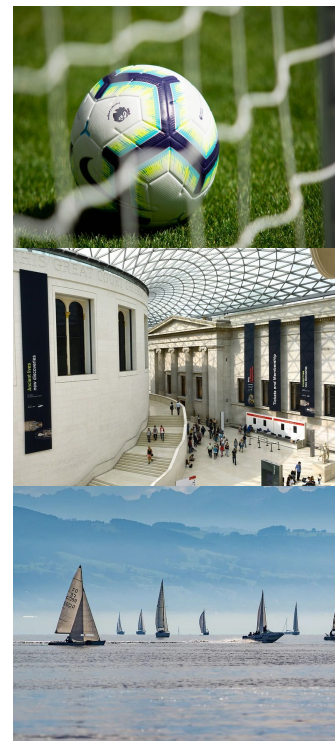
Driving growth and enriching lives.

As the dedicated department to the UK's cultural, media, sporting, tourism and charity sectors, we are growing the economy and enriching lives across the country.

Our sectors support over 3.8 million jobs and our exports, from the Premier League to films, are in huge demand around the world. At DCMS, we deliver an incredible impact on people's everyday lives - from supporting local museums, galleries, cinemas and theatres to delivering sports pitches and youth facilities, or backing charities making a huge difference right across the country. These are the things that bring pride to local areas, deliver huge health and wellbeing benefits, and make life worth living.

We have an exciting agenda ahead - supporting the UK's cultural and creative industries to thrive; investing in grassroots sport to increase participation; reforming football governance with fans at its heart; reviewing gambling laws; creating a media and broadcast system fit for the 21st century; delivering for young people via the National Youth Guarantee; and driving tourism.

DCMS has innovative and inspiring leaders of a diverse and dynamic team. We deliver incredible outcomes for the British people and make a difference every day, bringing pride and joy to the nation and making life worth living.



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 diverse and friendly team of experts 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 and manage their risks 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, fraud measurement and post event assurance, as well as providing a expert advice on issues such as effective due diligence and risk appetite throughout the design, development and delivery of programmes as diverse as the Coronation, Cultural Recovery Fund to the Youth Investment Fund.



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.

We are looking for a Band AU to lead DCMS's Counter Fraud Team and support for 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. This is exciting time to join the team, working in collaboration with the Public Sector Fraud Authority and developing the opportunity to develop counter fraud services with other Government departments.

The four pillars of our work are::

1. **Understanding our risks** - Maturing our understanding of key risks and ensuring internal reporting accurately captures the impact of economic crime on our interests.
2. **Prevention** - Using a risk based approach, ensuring that we have the right behaviours, expertise and tools to protect DCMS Group expenditure and interests from vulnerabilities that could be exploited by those perpetrating economic crime
3. **Building capability** - Ensuring that staff across the DCMS Group have access to policy, guidelines and direct support to enable them to use a risk based approach to managing economic crime effectively
4. **Effective governance** - Ensuring we have clear, defined reporting structures, processes and controls, a clear performance framework and managing the transition of some work to a shared service

Our People and Our Values



Laura Clayton & Emma Smith
Job Share
Deputy Directors GRAFT



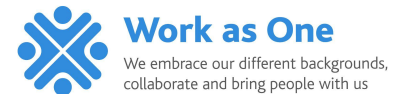
GRAFT is a fun and collaborative team, where there is always encouragement to trial new ideas within both specific project and business as usual processes. We work with a wide range of stakeholders both inside and outside of DCMS and its arms length bodies. This includes working directly in support of DCMS's Executive Board and Audit and Risk Committee.

We are committed to offering lots of opportunities for members of our team to take up training and development opportunities and develop their careers..



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 of designing and delivering an effective Risk Based Approach to preventing, measuring and detecting counter fraud and wider economic crime and can demonstrate results.
- Proven ability to work with senior leaders and across different organisations to deliver change.
- Proven ability to work as part of a team delivering at pace in a fast-moving environment.
- Be an excellent communicator, able to explain complex ideas both verbally and written at all levels.
- Proven ability to develop and manage diverse stakeholders and their needs.

Desirable skills:

- An experienced economic crime practitioner, experience working in law enforcement in either intelligence or investigations
- Understanding of the effective management of risk.
- Experience of working with Public Bodies and ALBs.
- Counter fraud qualifications such as CIPFA Accredited Counter Fraud Specialist
- Financial qualifications such as IRM, ICA or CIPFA

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: £59,774 to £69,676 (London) and £54,395 to £63,405 (National) plus 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 CTC level if working from our London office.

Working patterns: Full-time, Flexible Working, Part-time, Job share

Working hours: 37 hours

Location: This role will be based from any one of DCMS's hubs - London, Manchester and 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 provide employment history that relates to the essential and desirable criteria, and that any gaps in employment history within the last 2 years are explained. The CV should not exceed more than 3 x A4 pages and you should insert your CV into the "Job History" section on Civil Service Jobs on the Civil Service Jobs application form.
- 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.

In the event of a large number of applicants, an initial sift will be conducted on the statement of suitability. Those who are successful in the initial sift will then be scored on all elements of the 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: 23:55 - 31 May 2023

Shortlisting: 9 June 2023

Interviews: 19 & 20 June 2023

Feedback: 3 July 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: clayton-smith@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:

- Seeing the Bigger Picture
- Communicating and Influencing
- Delivering at Pace
- Working Together

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?’***

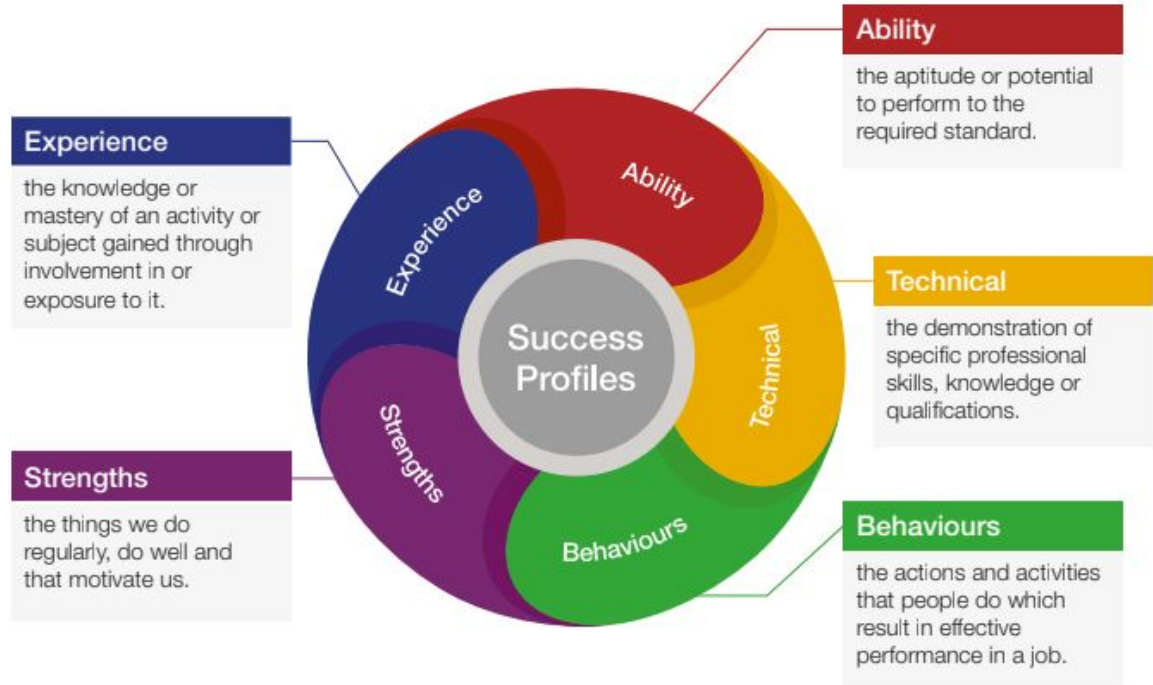
- ***‘Can you think of one small manageable step that would improve x for you?’***

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.

