

Economic Crime Team Supervisor (Fraud and Cybercrime)

Job Family - Supervisor

Grade: G	Department: Economic Crime Team
Location: Headquarters	Security Vetting: MV & CTC
Role Specific Requirements/ Restrictions:	Designated Powers under Police Reform Act 2002 'Investigating Officer'
Role Specific Hazards:	Manual Handling, Mental Health, Lone Working, Confrontation, Display Screen Equipment
System Access Requirements:	PNC, PND, Information Assets, MyTrent Manager Self Service, ANPR BOF Viewer, ANPR BOF Access, Tasking (DMS), Case Preparation, Working Time Recording, Storm, QAS, External email, Intelligence, Intel, Crime, Briefing, CMS, Compact, Warrants

Role Purpose:

To provide day to day supervision of Economic Crime Team staff and to proactively manage fraud and cybercrime investigations, victim safeguarding, fraud triaging and cyber protect initiatives.

Role Specific Tasks:

1. To provide supervision, guidance and support to Economic Crime Team staff to ensure the cost effective use of resources and maximise staff performance and development.
2. To supervise and allocate fraud and cybercrime investigations, ensuring the fair distribution of workload.
3. To provide the timely supervisory oversight and management of the Fraud and Cybercrime Investigator's caseloads.
4. To identify opportunities to enhance the effectiveness of fraud and cybercrime investigations.
5. To identify opportunities where financial investigation can support criminal investigations and prosecutions.
6. To provide the timely supervisory oversight and management of the Fraud Safeguarding and Fraud Triage Officer caseloads.
7. To identify opportunities to enhance the effectiveness of the Fraud Safeguarding, Fraud Triage and Cyber Protect Officer roles.
8. To provide subject matter expert guidance and support to Senior Management, BCU staff and other specialist teams.
9. To provide training, presentations and workshops both internally and to other agencies, third sector organisations and community groups.
10. To engage and liaise with other forces, agencies and financial institutions.
11. To act as a single point of contact for the National Fraud Intelligence Bureau and Action Fraud.
12. To represent the force at internal/external groups, such as the Regional Fraud Safeguarding and Regional Cyber groups.
13. To retain the capacity to carry own investigative caseload in order to maintain CPD and relevant accreditation.
14. To undertake investigations in respect of Election integrity and fraud as directed by the ECT Manager.

Role Generic Tasks:

15. To be responsible for the management, development and provision of quality services through flexible tasking processes.
16. To provide day to day line management of employees, including the proactive management of workplace health and wellbeing.
17. To deal with employee conduct, performance and attendance matters in adherence to Force policy.
18. To work with customers at the initial point of contact and have the responsibility for resolving queries.
19. To prepare original reports and statistical returns to improve quality and performance and meet statutory and regulatory requirements.
20. To be responsible for specific budgets and ensuring expenditure is monitored.
21. To implement ongoing training and development activity to up skill staff, promoting flexibility of deployment and resilience.
22. To identify activities and processes that requires improvement to deliver change and enhance performance.
23. To provide supervisory resilience during periods of absence/abstraction.
24. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Development Assessment Profile (DAP), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.

To view descriptors of the level of responsibility required of this role please [click here](#).

Note: This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be

Skills / Attainments [to be evidenced on application]		Application	Interview
Role Specific	1. Must possess substantial work experience in investigation (E)	X	X
	2. Must have a good understanding of the investigative techniques relating to fraud and cybercrime investigation (E)	X	X
	3. Must have knowledge of the Fraud Act 2006, Misuse of Computers Act 2010 and other related legislation (E)	X	X
	4. Must have experience of presenting information and sharing knowledge with an audience (E)	X	X
	5. Must be prepared to attend criminal and civil courts to give evidence as required (E)	X	
Role Generic	6. Must possess GCSEs Grades A - C, in Mathematics and English Language, or have proven relevant experience to a comparable level in numeracy and literacy (E)	X	
	7. Must possess professional accreditation in the specialist area, or be prepared to successfully achieve this accreditation within 12 months of commencing in role (E)	X	
	8. Must have experience of mentoring, coaching or supervising others (E)	X	X
	9. Must have previous administrative experience (E)	X	
	10. Must be able to administer policies and procedures to quality standards (E)	X	X
	11. Must have effective written and oral communication skills, with an ability to communicate with people at all levels of the organisation (E)	X	X
	12. Must have proven organisational skills and have the ability to effectively prioritise tasks to achieve deadlines (E)	X	X
	13. Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail (E)	X	X
	14. Must demonstrate a practical approach to problem solving (E)	X	X
	15. Must be proficient in the use of Microsoft Word for word processing and Excel for data manipulation and reporting (E)	X	
	16. Must be able to travel within the force area as required by the role (E)	X	
	17. Must have the ability to communicate through the medium of Welsh to level 1 or be prepared to achieve this within 6 months of appointment. (E) [Click here for the DPP Welsh Language requirements]	X	

(E) – Essential / **(D)** – Desirable

Please Note: At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.