



## RUTLAND COUNTY COUNCIL

### JOB DESCRIPTION

**Position Title:** Ceremonies Officer  
**Grade:** 5  
**Directorate:** Places  
**Department:** Registration Services  
**Responsible to:** Superintendent Registrar

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#### **Purpose of the Job:**

Provide personal delivery of front line Registrar duties, with particular responsibility for delivering ceremony services in accordance with all statutory obligations; providing high levels of customer service; and observance of Rutland County Council's Values, Vision, Aims and Objectives as they relate to Registration Services.

#### **Main Responsibilities:**

1. To carry out the ceremony duties of the Superintendent Registrar & Registrar of Births & Deaths prescribed by statute, regulations and instruction in respect of the Registration District of Rutland
2. To perform ceremony duties in accordance with published notices and legislation
3. To ensure the highest levels of customer service are delivered whilst complying with all legislative requirements
4. To adhere to performance standards established for the service
5. To use the RON system to register ceremonies and to log records on the online cash book system
6. To perform baby-naming & reaffirmation ceremonies and other ceremonial functions
7. To communicate in a consistent, timely manner with all team members, including escalation of issues which cannot be resolved within the team
8. To participate in providing Citizenship Ceremonies



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9. To maintain a high level of personal knowledge and expertise in issues relating to the Registration Service, including undertaking training, and keeping up to date with legislative, technical and other developments
10. To support the Superintendent Registrar and the Registrar for Births and Deaths in the effective management of the service
11. To ensure the security of the building at weekends
12. To use the Registration Online (RON) system and corporate ICT resources in a secure manner in line with guidance

### **Statutory Duties of the Ceremony Officer**

1. To ensure that all ceremonies undertaken are legally conducted
2. To ensure all paperwork is in place prior to each ceremony and to register details on the RON system following the ceremony.
3. To attend and register or conduct marriages and civil partnerships at the Register Office, Approved Premises, Registered Buildings and at the residence of housebound and detained persons
4. To be personally responsible for the security of records whilst in the officer's possession
5. To take appropriate action to combat offences of sham / forced marriage, forgery, bigamy and fraud including submission to the Registrar General and to liaise with the Police and Superintendent Registrar as necessary
6. To ensure all regulations, circulars and other instructions are implemented at the required time in the Registration District
7. To make amendments to marriage/civil partnership schedules in accordance with legislation
8. To work in a confidential manner at all times in line with current Data Protection Law

### **Standard clauses:**

To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.



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Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

### **Behaviours and outcomes:**

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

### **Dimensions:**

No line management or budget responsibility

## **JOB REQUIREMENTS**

### **QUALIFICATIONS/TRAINING/EDUCATION**

Essential	Method of Assessment *
GCSE level or equivalent in English and Maths	A/D

### **EXPERIENCE/KNOWLEDGE**

Essential	Method of Assessment *
Experience of understanding and applying complex legislation, regulations or set guidelines and instructions	A/I



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Good understanding of Data Protection issues. Proven experience of maintaining confidentiality of sensitive/personal information	A/I
Experience of delivering high quality front line customer service including dealing with difficult situations	A/I
Experience of working in an environment requiring tact and discretion, including dealing with the vulnerable or terminally ill	A/I

Desirable	Method of Assessment *
Experience of working with customers who could become upset or aggressive	A/I
Experience of administrative tasks associated with running a small office	A/I
Knowledge of Registration law and practice	A/I

### **SKILLS**

Essential	Method of Assessment *
Strong ICT skills, including Microsoft Office, email and internet	A/T
Exemplary written communication skills, spelling and grammar, required to produce official documentation and correspondence	A/T
Able to record information neatly and accurately by hand with attention to detail	A/T
Highly developed verbal skills in order to be clearly understood by customers of all nationalities, with an authoritative clear speaking voice	I/T
Calm, courteous, diplomatic, tactful and discrete manner with ability to take control when unexpected situations occur	I
Professional appearance appropriate to the solemnity of the duties of the role	I



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Desirable	Method of Assessment *
Able to meet high standards and expectations with strong customer focus	A/I

### EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

### OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I
Able to travel throughout Rutland at short notice without public transport	A/I
Able to work flexibly outside normal office hours on a regular basis, including weekends and Bank Holidays	A/I
Confident in remote working situations	A/I

### **Statutory Disqualifications (under the Registration of Births, Deaths, and Marriages Regulations 1968-86)**

No person can be qualified for appointment if he or she:-

i)	has been declared bankrupt and has not subsequently obtained his or her discharge, or if he or she is the subject of a bankruptcy restrictions order or an interim order, or if he or she has made any composition or arrangement with his or her creditors and has not subsequently paid his or her debts in full or obtained a certificate of discharge
ii)	has been dismissed from any Registration Office and/or the Registrar General does not consent to his or her appointment
iii)	is, or has been in the last 12 months preceding the date on which the appointment is to take effect, a member of the Council, or of a committee of the Council have duties in relation to the appointment of Registration Officers

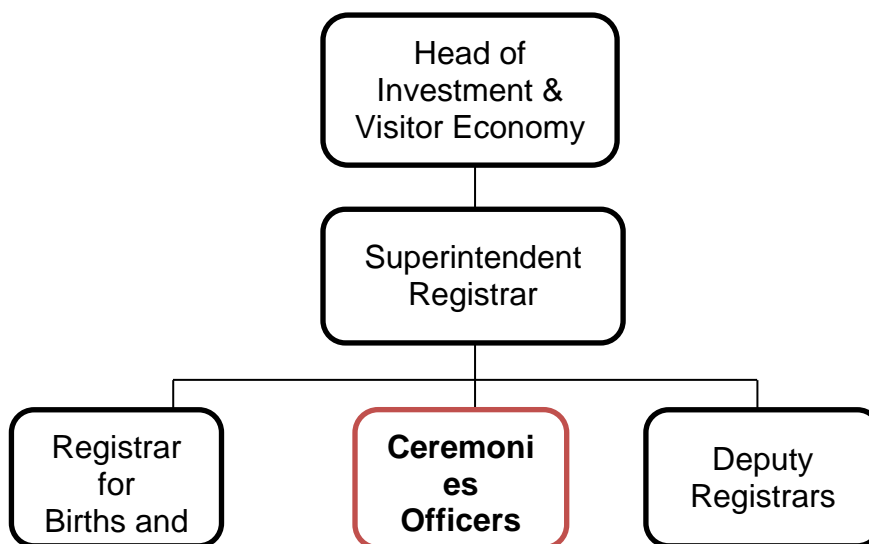


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iv) holds any office as authorised person, secretary (for marriages) of a synagogue or registering officer of the Society of Friends
v) is a minister of religion, a medical practitioner, a midwife, an undertaker, or any other person involved in a burial or cremation business, a person engaged in any business concerned with life insurance, or a person engaged in any other calling which would conflict with or prevent performance in person of the duties of the office for which he or she is a candidate
vi) is an officer or servant of the Council appointed by them to exercise the functions of the Proper Officer
vii) is a coroner or in an office or servant of a local authority employed by them in the performance of duties relating to their functions as a burial authority
<b>It is a statutory requirement that a registrar must be able to produce satisfactory evidence of character</b>

\* A = Application Form    D = Documentary evidence    I = Interview    T = Test

### STRUCTURE



**NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.**



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DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
May 2017	New Post	Robert Clayton Proper Officer for Registration Services
Oct 2022	Yes - minimal wording change	Robert Clayton, Head of Culture & Registration
Oct 2023	Yes – minimal wording change, removal of duties relating to income and cash dimensions	Samantha Corbett – Superintendent Registrar
July 2025	Yes – removal of duty to issue copies of register entries	Samantha Corbett – Superintendent Registrar