

JOB DESCRIPTION

Job Title:	Registrar (part time 22.5 hours per week)		
Directorate:	Communities	Salary:	FTE £30,024 - £35,412 plus LWA £729 (pro rata £18,257 - £21,534 plus LWA £443)
Section:	Democratic and Registration Services	Grade:	BG-H SCP 15-24
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

To undertake the statutory role of Registrar of Births and Deaths and Marriages in line with the requirements set out in legislation and good practice.

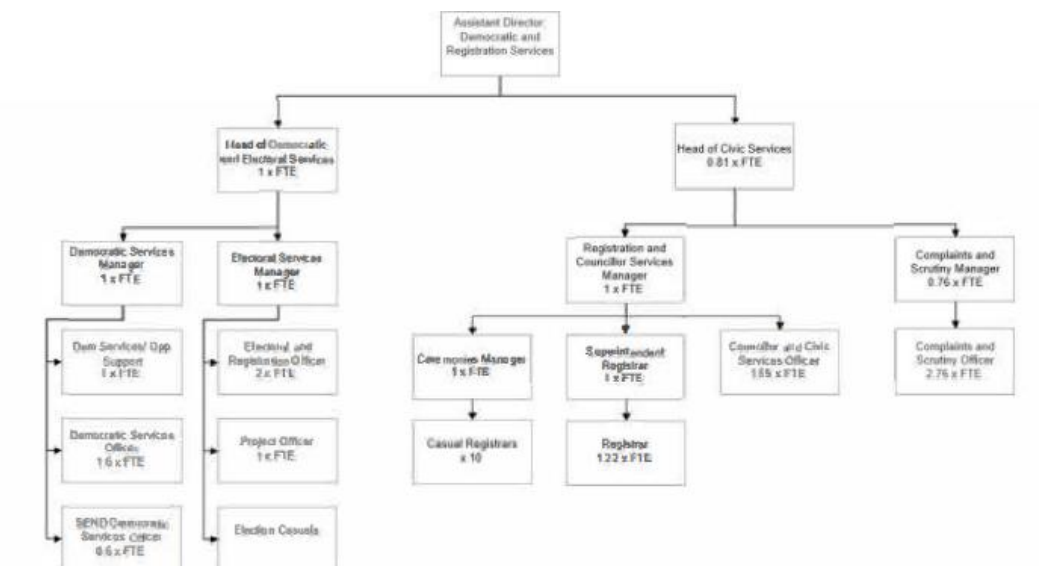
To register births, deaths and marriages and undertake a range of other duties to support the efficient operation of the register office.

To be responsible for the delivery of all statutory and non-statutory services.

To work with the wider registration services team to develop and promote the registration service to maximise growth and income.

To take decisions when required as to the legality of a ceremony following General Register Office guidelines.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- To have statutory responsibility for the post of Registrar of Births and Death (RBD) in line with the responsibilities set out in the relevant legislation and to perform all aspects of the role including the registration of births, deaths, and marriages.
- To register births, still-births, deaths, marriage and civil partnerships, take notices of marriage and civil partnerships and conduct marriage/civil partnership/British citizen ceremonies.
- To conduct British citizenship ceremonies.
- To deputise for the Superintendent Registrar and Ceremonies Manager where appropriate.
- To deputise as the registrar on call for out of hours emergency registrations as required.
- To undertake non-statutory services and ceremonies as required by the council, including related administration and support functions.
- To prepare and issue returns and statistical information to central government departments, the General Register Office, the Superintendent Registrar and Proper Officer and Head of Registration and Councillors Services where required.
- To be responsible for ensuring the correct procedures are adhered to in the preparation of accounts for auditing and for the ordering, security, issue and accountability of secure stock.
- To have responsibility for collecting, accounting, safekeeping all secure stock and banking all income arising from services provided by the team in accordance with the council's policies and legal requirements.
- To deal with a wide range of enquiries relating to registration matters.
- To undertake such other duties as may from time to time be necessary, compatible with the nature of the post.

Scope of role

- The nature of the work requires the post holder to have significant interaction with members of the public, the General Register Office, the Home Office, funeral directors, colleagues, other Register Offices, and with dignitaries and Councillors particularly in connection with Citizenship Ceremonies. The post is fundamental to the provision of statutory responsibilities for the registration service.
- The postholder has a statutory responsibility for ensuring that the conduct of services, including ceremonies and all registrations are at all times in accordance with legislative and service requirements. Failure to do so would have a significant impact on the public, internal and external business partners and on the Council's reputation.
- Commitment to the Council's Equal Opportunities policy at all times.
- Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.
- Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

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PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	Educated to GCSE level 3 or equivalent in Maths and English Commitment to continual improvement of personal knowledge and performance Prepared to work towards professional national qualification in registration	Educated to A level or equivalent. National qualification in Registration Knowledge of information security.
Competence Summary (Knowledge, abilities, skills, experience)	Excellent organisation skills with the ability to prioritise and manage workload. Excellent written and oral communication and presentation skills with the ability to adapt style to suit different needs. High level of IT competence. Ability to work accurately with attention to detail. Numerate with ability to work with figures. Experience in working both individually and as part of a team. Ability to understand and apply rules and laws. Clear and accurate handwriting. Excellent customer care skills. Maintains a working knowledge of the Registrars' Handbooks, General Register Office circulars and associated guidance and instructions.	Knowledge and experience of Registration Service. Knowledge of RON system. Knowledge of the Stopford diary system. An understanding of local government.
Work-related Personal Requirements	Excellent interpersonal skills with the ability to motivate staff and develop and sustain sound and productive working relationships with a wide range of people both within and outside the organisation.	

High levels of tact and diplomacy and the ability to remain calm under pressure.

Ability to recognise matters of a confidential nature and maintain that confidentiality.

Ability to relate to people from all backgrounds and cultures.

Commitment to equality and diversity demonstrated by the delivery of equitable and fair services for users and staff.

Ability to work flexibly in response to changing demands for the service, often at short notice.

Other Work Requirements

Ability to work at weekends and bank holidays

Use of a car

The post holder must hold a UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

Ability to travel between ceremony venues within the Borough within short time periods.

Ability to regularly transport marriage schedules and associated documents.

Professional and smart appearance.

A satisfactory Disclosure and Barring Service check.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies

This post is exempt from the Rehabilitation of Offenders Act 1974

Role models and

Our values define who we are. They outline what is important to us. They influence the way we work with each

demonstrates the Council's values and behaviours	other – and the way we serve our residents and engage with our communities. We make our values real by demonstrating them in how we behave every day.
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All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

