2026/0228

Armagh City Banbridge & Craigavon Borough Council

JOB DESCRIPTION

Post:	Deputy Registrar
Directorate:	Deputy Chief Executive
Department:	Registration
Location:	Civic Centre, Craigavon (The post holder will be required to work at other location across the Borough)
Reports to:	Senior Deputy Registrar
Salary:	SO1 SCP 25-27 £37,563- £39,481 per annum pro rata
Hours:	22.2 hours per week**,** Monday to Wednesday 9.00am to 5.00pm. The postholder will be required to work additional hours as required, including weekend working. A flexible working scheme is in operation.
Duration:	Permanent

The Council may retain a list of successful reserve candidates arising from this recruitment for any vacancies which may arise which are the same grade and similar duties. Such a reserve list will be compiled and held for a period of 12 months from the date of interview.

All employees are expected to model the Customer Care behaviours of "Serve Passionately, Engage Positively and Deliver Consistently."

JOB PURPOSE:

The registration service is a key Council frontline service that deals with members of the public who are experiencing major 'life events'. The post holder will be expected to provide a confidential and efficient Registration Service for births, deaths, stillbirths, religious and civil marriages and Civil Partnerships and deal sensitively and compassionately with members of the public on the full range of Registration duties.

To assist in the administration of all Registration functions and activities in accordance with statutory requirements, GRO policies and procedures and Council guidelines pertaining to Registration duties and customer statutory service. To implement any directions from NI Executive, PHA and GRO in the event of an emergency and deliver services in line with any amended requirements.

To ensure the accurate, safe and confidential recording of all events and ensure compliance with all statutory information governance requirements and Council procedures.

MAIN DUTIES AND RESPONSIBILITIES:

1. Conduct interviews and advise service users regarding legal preliminaries for all Civil and Religious Marriages and Civil Partnerships within the Council Area and outside Northern Ireland.

2. In accordance with legislation and Council procedures, arrange bookings and solemnise Marriage Ceremonies and Civil Partnerships in the Registrar's Office and at Registered Approved Venues throughout the Council Area.

3. Register Civil and Religious Marriages and Civil Partnerships within the Council area and issue Certified Copies of all relevant Certificates.

4. Liaise with Licensing Officer and advise regarding legal preliminaries for the Application for Approval of a Venue for Marriages and Civil Partnerships within the Council Area and inspection and registration of same.

5. Organise and facilitate all matters in relation to the conversion of Civil Partnerships to Marriage and Marriage to Civil Partnerships in accordance with the Marriage Civil Partnerships Regulations (NI) 2020.

6. Liaise directly with service users and register births, stillbirths and deaths which occur in Northern Ireland, issue all relevant forms and fulfil all legal requirements in accordance with the Coroners Act and the Registrar General's Regulations.

7. Conduct death/birth registration remotely, virtually if required by GRO or by legislation.

8. Determine whether to report certain deaths to the Coroner in accordance with Regulations and Coroner's Act.

9. Maintain a comprehensive and detailed knowledge of all relevant legislation.

10. Ensure the effective daily operation of assigned Registration office, including responsibility for processing correct and appropriate fees for all births, deaths, marriages and civil partnerships.

11. Deal directly with customer queries and complaints in line with corporate procedures.

12. Participate in any cross-departmental or corporate initiatives.

13. Ensure compliance with and fulfil all responsibilities in relation to records held as part of Council business whether paper-based or electronic in accordance with the Council's Records Management Policy and all relevant legislation.

14. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.

In addition to the standard pre-employment checks this position will also be subject to receipt of a satisfactory Basic AccessNI check.

Please note that completed applications must be submitted not later than the closing date and time as stated on the application form.

Recruitment Office:

Human Resources Section (Craigavon Office)
Armagh City, Banbridge & Craigavon Borough Council
Lakeview Road
Craigavon
Co Armagh
BT64 1AL
T: 0300 0300 900 Ext: 61420

November 2026