



Deputy Registrar of Births, Deaths and Marriages

Registration Service, Legal and Democratic.

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

To be responsible, as part of the team, to register events, take notices and lead ceremonies in accordance with the appropriate statute. Registrars will be accountable to the Registrar Operations and Development Manager for ensuring that all such events and notices are accurately recorded, after establishing as far as possible that the information given is correct. Registrars have the important role of enabling the public to discharge their legal responsibilities. Equally important is the need to be entirely customer focussed, ensuring that service provided meets the needs of constituents as well as the statutory requirements placed on Registrars. Registrars are required to keep abreast of legislative changes and provide key advice at critical times of people's lives and market the services that the Council wishes to provide.

Accountable to:

To be accountable to the Registrar Operations and Development Manager and other members of the Leadership team.



**West
Northamptonshire
Council**

Responsibilities:

1. To interview and advise members of the public in order to register births, stillbirths and deaths.
2. To register marriages, including attendance at marriage ceremonies at the Register Offices and at various churches and other premises approved for the solemnisation of marriages.
3. To interview and advise members of the public in order to register and perform Civil Partnership formations and ceremonies.
4. When acting as Deputy Superintendent Registrar, to interview and advise the public in connection with civil marriages.
5. To prepare statistical returns to Government departments.
6. To deal tactfully and discreetly with the public, particularly in emotional circumstances.
7. To undertake any administrative duties including data input on computers as may be directed by a member of the Leadership Team.
8. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
9. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
10. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.

Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
<p>To be able to deal tactfully and discreetly with the public, particularly in emotional circumstances</p> <p>To be able to manage an office</p> <p>Working as part of a team</p> <p>To be able to conduct ceremonies</p> <p>Ability to work unsupervised</p> <p>Able to work when required, including weekends and occasional Bank holidays</p> <p>Ability to work under pressure</p> <p>Flexibility in implementing fundamental changes</p> <p>Access to a vehicle</p>	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
<p>To comprehend/apply detailed regulations</p> <p>Can write clearly and accurately</p> <p>Completing detailed forms/accounts</p> <p>Working with computerised systems</p>	Essential	A I

Relevant experience:	Essential / Desirable	Measured by
Experience of working in the Registration Service	Desirable	A I

Knowledge of Acts and Statutes applying to the Registration Service, specifically in connection with births, deaths, marriage and civil partnerships	Desirable	A I
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Education, training and work qualifications:	Essential / Desirable	Measured by
GCSE pass standard of general education in Maths and English or equivalent	Essential	A, I, D
Educated to degree level or equivalent.	Desirable	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include

Basic Disclosure,

Day-to-day in the role:

Hours:	8-4:30	Primary work base:	Daventry Registration Office
Job family band:	Business Administration Band 5	Worker type:	Fixed
Salary range:	£31,324-£33,017	Budget responsibility:	£0
People management responsibility:	None		

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
 - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
 - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
 - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

