

Job description

Details of the job

Post title:	Registrar of Births, Deaths, Marriages / Deputy Superintendent Registrar
Salary grade:	Grade H
Hours:	37
Location:	FTE posts: Kettering & Northampton Non-contracted hours posts: County-wide
Reports to:	Registrar Operations & Development Manager
Service area:	Registration Service

Overall purpose of the post

1. To be responsible, as part of the countywide team, to register events, take notices and lead ceremonies in accordance with the appropriate statute. Registrars will be accountable to the Registrar Operations & 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.
2. To be accountable to the Registrar Operations & Development Manager and other members of the Leadership team.

Principal 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. When acting as Deputy Superintendent Registrar, to arrange and conduct civil marriage ceremonies in the office and at approved marriage venues.
6. To prepare statistical returns to Government departments.
7. To be responsible for the receipt, accounting and booking of registration fees.
8. To be responsible for the banking and quarterly collection of copies of clergymen's returns and the payment to the clergy of the appropriate fees.
9. To deal tactfully and discreetly with the public, particularly in emotional circumstances.
10. To perform any other ceremonies as may be required subject to appropriate training.
11. When acting as Deputy Superintendent Registrar, to be responsible for the custody of the Registration District's records and deal with enquiries relating to them.
12. To be available for work at weekends and Bank Holidays by arrangement.
13. To undertake any administrative duties including data input on computers as may be directed by a member of the Leadership Team.
14. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
15. 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.
16. 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.

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

Post Title:	Registrar of Births, Deaths, Marriages / Deputy Superintendent Registrar
Grade	H
Service Area:	Registration Service

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	GCSE pass standard of general education in Maths and English or equivalent	Educated to degree level or equivalent.
Experience and Knowledge	<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>	<p>Experience of working in the Registration Service</p> <p>Knowledge of Acts and Statutes applying to the Registration Service, specifically in connection with births, deaths, marriage and civil partnerships</p>

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Ability and Skills	<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>	<p>Experience of delivering presentations to diverse groups</p> <p>Able to negotiate and influence people in order to solve problems and provide alternatives</p>
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p>	