**SEFTON METROPOLITAN BOROUGH COUNCIL**

FORMAT JOB DESCRIPTION

**Department:** Corporate Services **Location:** Southport & Waterloo

**Division:** Registrars

**Section:**

Deputy Registrar (Births Deaths & Marriages)

**Post:**

**Grade:**

**Responsible To:**

Superintendent Registrar Grade H

**Responsible For:**

Nil staff

**JOB PURPOSE**

To assist in the provision of an efficient and effective Registration Service to members of the public.

and to deputise for the Superintendent Registrar as required.

**MAIN DUTIES**

1. Register births, deaths, and stillbirths in accordance with the various Acts and Regulations governing the Registration Service, including re-registrations and birth and death declarations, and all other duties when deputising for the Registrar of Births, Deaths, and Marriages.
2. Deliver a high-quality customer focused service dealing with correspondence, telephone enquiries and callers to the Register Office. Provide advice, respond to enquiries, produce reports and statutory information relating to the Registration Service as required.
3. Ensure safe custody of unused certificates, counterfoils, fees collected and other stock items in accordance with Statutory Regulations and the Council’s financial regulations and accounting for fees collected.
4. Register marriages and civil partnerships at the Register Office, approved premises and registered buildings and indexing marriage registers.
5. Sign and authenticate certificates prior to issue to the public.
6. Conduct marriage and civil partnership and other civil ceremonies (e.g. naming, renewal of vows) at the Register Office and other approved premises.
7. Liaise with successful citizenship applicants with regard to arranging their citizen ceremony and conduct citizenship ceremonies.
8. Study and interpret accurately Acts, Regulations, Circulars and Handbooks relating to the Registration Service and to keep up to date with changes, ensuring that all staff are similarly keep informed.
9. Responsibility for continuing self-development and undertake training as required.
10. Remain fully conversant with all databases and other I.T. applications within the Register Office and be prepared to undertake refresher courses or training for new elements as they become available.
11. Issue returns and statistical information to Central Government departments and undertake other administrative duties as required.
12. Be aware of and adhere to any applicable rules, regulations and procedures implemented by the Authority and of National Legislation.
13. Promote and develop the Authority’s Policy on Equality.

ORGANISATION CHART

Superintendent Registrar

(Grade H)

Senior Registrar Deputy Registrar x 13\* Apprentice

(Grade G) (Grade F)

\*This post

\*This Post

**SPECIAL CONDITIONS**

* Weekend work where required.

These statements must appear in all job descriptions.

**GENERAL:**

* This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.
* All staff have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.
* The Authority has an approved equality policy in employment and copies are available to all employees. The post holder will be expected to comply with, observe and promote the equality policies of the Council.
* Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.
* Undertake, and participate in training, coaching and development activities, as appropriate.
* The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

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| **Note:** Where the postholder is disabled, every effort will be made to support all necessary aids, adaptations, or equipment to allow them to carry out all the duties of the job. |

**Prepared by: Name** Alison Dunn

**Designation** Superintendent Registrar

**Date** 7 May 2024

**SEFTON METROPOLITAN BOROUGH COUNCIL**

**PERSON SPECIFICATION**

**Post**: Deputy Registrar, Births, Deaths & Marriages **Post No.**:

**Department**: Corporate Services **Division**: Registrars

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| **Personal Attributes Required** | **Essential (E)**  **or**  **Desirable (D)** | **Method of Assessment** |
| **QUAIFICATIONS** |  |  |
| A basic I.T. literacy qualification | D | AF/I/C/ |
| **EXPERIENCE**  Experience of dealing with members of the public. | D | AF/I |
| **SKILLS/KNOWLEDGE/APTITUDES**  Excellent communication skills, written and verbal and the ability to communicate effectively with a wide range of people from different backgrounds/cultures. | E | AF/I |
| Tact and diplomacy skills.  Excellent customer care skills.  Commitment to equal opportunities and ability to promote non-discriminatory practices.  Good I.T skills | E  E  E  D | AF/I  AF/I  AF/I  AF/I |

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| --- | --- | --- |
| **Personal Attributes Required** | **Essential (E)**  **or**  **Desirable (D)** | **Method of Assessment** |
| **SPECIAL REQUIREMENTS**  Weekend working as required, and flexible working arrangements with other team members.  Working at various sites/licenced venues.  Ability to drive. | E  E  E | AF/I  AF/I  AF/I |

AF = Application Form

I = Interview