



Job description	
Job title	Registration Advisor
Grade	F
Directorate	Corporate Resources
Section/team	Customer Services – Registration Team
Accountable to	Registration Team Leader & Superintendent Registrar
Responsible for	n/a
Date reviewed	July 2024

Purpose of the Job

To contribute to the provision of excellent customer services at Knowsley Registration Service.

Delivery of the full range of registration and ceremonial duties in accordance with Registration Acts and the Registrar General's Regulations.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Deliver statutory duties associated with the post of a Registrar of Births, Deaths and Marriages / Deputy Superintendent Registrar in accordance with relevant Registration Acts and the Registrar General's regulations
- Accurately record all details required by law for the registration of births, deaths, marriages and still births
- Attest notices for marriage and civil partnerships, ensuring they are legally correct and displayed as required, and ensure the timely issue of associated documentation to facilitate ceremonies
- Conduct marriage, civil partnership, citizenship and non-statutory celebratory ceremonies at the Register Office and Approved Venues in Knowsley, managing the ceremonial party



- Register marriages and civil partnerships at the Register Office, Registered Buildings and Approved Venues in Knowsley
- Maintain and keep safe registration records, registers and certificate stock in accordance with GRO and KMBC guidelines. Ensure their proper use and distribution, adhering to legislation and financial procedures
- Have a personal responsibility to keep up to date with relevant and changing statutory requirements initiated by the Registrar General and other relevant Government Departments, seeking advice and guidance if required
- Have a personal responsibility to support Public Protection and Counter Fraud Assurance Initiatives, as directed by the General Register Office for England and Wales.
- Provide technical advice to service users on all aspects of registration and ceremony provision
- To assist with all reception and general clerical functions at the office, including the issue of copy birth, death and marriage certificates
- Take payments and reconcile all transactions
- To actively participate in team working, supporting colleagues and managers, promote effective communication and work flexibly
- To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

Health and Safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.



- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.