

Job Description

Department:	Register Office
Division/Section:	Resources, Customer Services
Job Title:	Deputy Registrar
Post No:	
Grade:	7
Reports to Post No / Title:	Registration Manager
Line Management responsibility for:	None

CRB Check applicable?

Standard Enhanced None

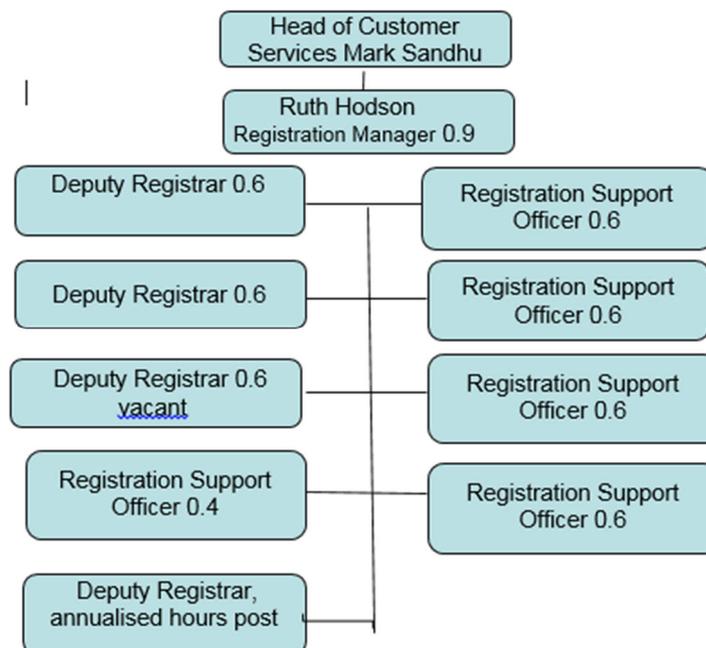
Is post exempt under the Rehabilitation of Offenders Act

1974 in respect of declaration of spent convictions?

Yes No

Organisation Chart:

Show Immediate manager and any jobs reporting to this post:



Job Purpose:

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| 1.To assist the Registrar in carrying out the legal duties of registering births, deaths, still births, marriages and civil partnerships occurring within the Peterborough district, being responsible for ensuring compliance with the law. |
| 2. Provide a high standard of customer care and service. |
| 3. To advise applicants for the Nationality Checking Service and guide them through the ceremony to become British Citizens. |

Description prepared by:	Mark Sandhu	Date:	January 2013
Description agreed by post holder:		Date:	
Authorised by Director:		Date:	

Main duties and responsibilities

1. To maintain at all times a professional image, either in person, by telephone or in writing, ensuring a high level of customer care to the public, advising on all aspects of registration, working both individually and within a team. Maintain confidentiality. To work at weekends on a rota and extra to contract according to the business needs of the office.
2. Maintain and update complex professional knowledge and liaise with other professionals and departments as necessary.
3. Register according to statute live births, stillbirths and deaths in the Peterborough district keeping to a strict appointment system and occasionally attending the prison. Refer to the Coroner and other agencies as necessary.
4. To produce correct registrations, issue birth and death certificates and associated documentation to allow funerals to proceed. Respond to cultural death requirements by offering this service at weekends and Bank Holidays when necessary.
5. To be responsible for checking marriage and civil partnership authorities/schedules to ensure ceremonies may go ahead or prevent them taking place, in the register office, approved premises, religious buildings or as agreed by the Registrar General. Ensure the correct vows are repeated according to law and issue certificates. Assist with managing the co-ordination of ceremonies all within an allotted time frame.
6. Train as an advisor for the Nationality Checking Service and any other Home Office devolved service, according to business need.
7. To provide statistics for a variety of agencies regularly.
8. Collect various fees and reconcile a cash book daily. Ensure security and comply with safe banking practice.
9. To be responsible for ensuring the day to day security of the building and all its high value resources.
- 10.To train and work as a Deputy Superintendent Registrar, or provide non-statutory duties e.g. baby naming, renewal of vows and funeral celebrancy if required, according to the business needs of the office.
11. Undertake associated duties as required by the Registration Manager/Superintendent Registrar including certificate/reception duties.

Other

- 1. Carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.**
- 2. To comply with all Health & Safety at work requirements as laid down by the employer.**

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible Peterborough City Council reserves the right to make changes to your job description following consultation.