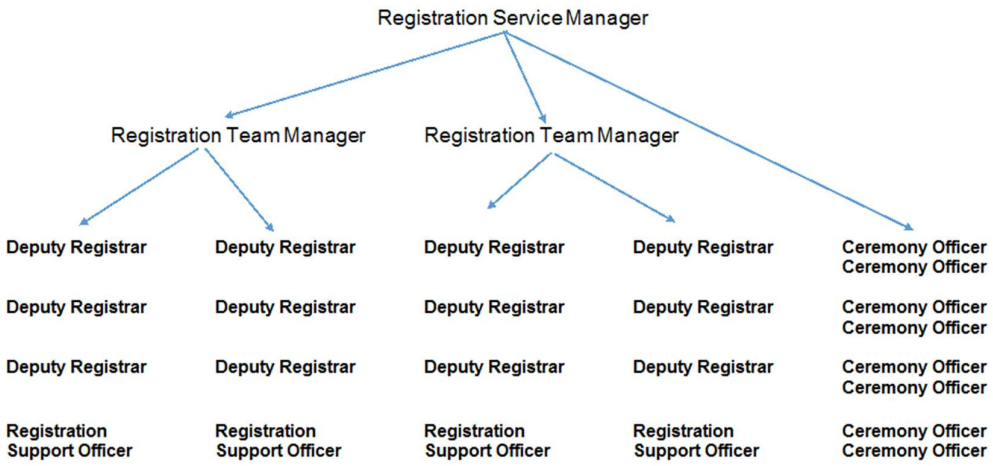
PETERBOROUGH CITY COUNCIL

Job Description

Department:	The Register Office
Division/Section:	Strategic Resources, Customer Services
Job Title:	Deputy Registrar
Post No:	
Grade:	8
Reports to:	Registration Team Manager
Organisation Chart: **Show immediate manager and any jobs reporting to this post.**	
DBS Check applicable?	**Basic ☐ Standard ☐ Enhanced ☐ None ☐X**
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? **Yes ☐ No ☐**
Line Management responsibility for:	**No. of direct reports: Nil** **No. of indirect reports: Nil**
Size of budget:	**N/A**

Job Purpose:	1. To deliver and be responsible for a high quality and customer focused registration service in order to fulfil the statutory obligations of Peterborough City Council. 2. To deal with customers in both a professional and sensitive manner at life defining and emotional times in their lives whilst undertaking registration duties which include: ● Registering births, stillbirths, deaths, marriages and civil partnerships ● Completing notices of marriage and civil partnership ● Leading marriage, civil partnership and citizenship ceremonies. 3. To hold and maintain a detailed understanding of the legislation and national and local regulatory guidelines relevant to the role, and to ensure all duties are performed in accordance with these. Legislation imposes personal liability for all acts and omissions whilst carrying out statutory duties. 4. To provide other related administrative and celebratory tasks as required by the business.

Main Duties and Responsibilities:

1. To carry out the legal duties of a Deputy Registrar and Deputy Superintendent Registrar to register births, stillbirths, deaths, marriages and civil partnerships at any location authorised by the Council in accordance with national and local regulatory guidelines and the relevant legislation.

2. To complete notices of marriage and civil partnership. This includes assessing whether the parties meet the legal requirements for marriage or civil partnership with particular reference to identity and immigration status, to provide advice and signposting to resolve any issues or discrepancies that arise, and to report to the Home Office where there is suspicion or evidence of sham ceremonies organised for immigration purposes.

3. To advise couples on the legal requirements and procedures for marriage or civil partnership, to guide them through these, and to explain the ceremony options that we offer. To book ceremony dates, collect fees and ensure all the relevant paperwork is in order to allow the ceremony to take place.

4. To lead marriage, civil partnership, citizenship, baby naming and renewal of vows ceremonies at the Register Office and authorised premises within the Peterborough district. Ensuring that the relevant legislation and regulatory guidelines are complied with at these ceremonies, and to address any issues that may arise. Representing the service and Council before a large audience in a professional and efficient manner.

5. To work at weekends and bank holidays on a rota basis, and to work extra to contract on a weekday, in order to cover business needs and maximise the effectiveness of the service.

6. To undertake lone working when completing statutory duties, outside of usual office hours, and at external locations such as Peterborough Prison, the City Hospital and private homes.

7. To be personally responsible for the safe custody of registers and valuable stock both on and off-site when carrying out your duties. To ensure all information is held and managed in accordance with data protection legislation and General Register Office's public protection and counter fraud policy.

8. To have collective key holder responsibility for security and the opening and closing of the register office building. This includes weekends and other work outside normal office hours.

9. To hold financial accountability in accordance with Peterborough City Council and General Register Office procedures for the collection of prescribed fees, for cash handling and debit/credit card processing, for the accurate completion of an electronic cashbook, and for weekly banking.

10. Deal with the public on a day to day basis often in times of distress or high emotion. Being friendly and professional, providing a high standard of customer service, whilst being conscious that procedures and legal requirements must be complied with.

11. To be sensitive to the needs of different customer groups and to take appropriate steps to ensure fair and equal access to the registration service. To portray a positive image of Peterborough City Council.

12. Responsibility for a wide range of administrative tasks supporting registrations and ceremonies, and for collating and distributing accurate and timely statutory information to a range of government and professional bodies.

13. To maintain effective working relationships with General Register Office, other registration districts, the Home Office, the Coroner's Service, the NHS and other council departments and professional bodies.

14. Undertaking additional duties as required by management including reception cover and the development and implementation of various projects relating to the service. To support colleagues in development and training.

15. To maintain knowledge of the legislation, policies and procedures relating to the service and to keep abreast of changes to these. To update systems and policies to ensure compliance.

16. To discuss and reflect on working practice using one-to-one meetings and annual reviews. To participate at regular team meetings and workshops, and at other opportunities for learning and development.

Generic Responsibilities:	To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy. To comply with all Health & Safety at work requirements as laid down by the employer. The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.
Flexibility Clause:	To participate in a statutory service offered at weekends and out of office hours for those who need to register a death urgently or any Register General's Licence for a marriage or civil partnership. 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 Council'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 the Head of Service reserves the right to make changes to your job description following consultation.

DATE: May 2019 **COMPLETED BY: Judy Wilson**