

## Job Description

<b>Department:</b>	<b>The Register Office</b>
<b>Division/Section:</b>	<b>Resources</b>
<b>Job Title:</b>	<b>Ceremony Officer</b>
<b>Post No:</b>	
<b>Grade:</b>	<b>Grade 6</b>
<b>Reports to:</b>	<b>Superintendent Registrar</b>
<b>Organisation Chart:</b>  <b>Show immediate manager and any jobs reporting to this post.</b>	<pre> graph TD     HCSS[Head of Customer Services] --&gt; SR[Superintendent Registrar]     SR --&gt; DR1[Deputy Registrar]     SR --&gt; DR2[Deputy Registrar]     SR --&gt; DR3[Deputy Registrar]     SR --&gt; DR4[Deputy Registrar]     SR --&gt; R1[Registrar]     SR --&gt; R2[Registrar]     SR --&gt; DR5[Deputy Registrar]     SR --&gt; DR6[Deputy Registrar] </pre>
<b>DBS Check applicable?</b>	<b>Basic</b> <input type="checkbox"/> <b>Standard</b> <input type="checkbox"/> <b>Enhanced</b> <input type="checkbox"/> <b>None X</b> <input checked="" type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>  <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Line Management responsibility for:</b>	<b>No. of direct reports:</b> None <b>No. of indirect reports:</b> None
<b>Size of budget:</b>	Not responsible for monitoring or managing a budget

<b>Job Purpose:</b>	<ol style="list-style-type: none"> <li>1. In accordance with current legislative requirements take responsibility for the delivery of celebratory events in the register office and at approved premises. To register and conduct marriages and civil partnerships, together with other non-statutory functions including renewal of vows, naming and citizenship ceremonies.</li> <li>2. Carry out associated administrative and accounting procedures</li> <li>3. Undertake additional duties as assigned in support of service delivery</li> </ol>
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#### Main Duties and Responsibilities:

<ol style="list-style-type: none"> <li>1. Conduct and/or register marriages, civil partnerships, citizenship, Baby Naming and Renewal of Vows ceremonies in the Peterborough Register Office and a range of premises within Peterborough Registration District representing Peterborough City Council. To make decisions and respond independently to problems and situations as the need arises.</li> <li>2 Carry out all administrative tasks associated with the role (before, during and after).</li> <li>3. Issuing certified copies of entries from registers and undertaking authorised amendments to the records under the supervision of an experienced member of staff</li> <li>4. Ensure that any monies due to the authority are properly accounted for and supporting statistics are completed in accordance with office and General Register Office requirements.</li> <li>5. To be responsible for the safekeeping and security of registers, relevant documentation and valuable certificate stock in accordance with office and General Register Office requirements.</li> <li>6. To be responsible for maintaining knowledge of relevant registration law and procedures and to keep abreast of improvements through training and networking with colleagues, whilst supporting less experienced colleagues.</li> <li>7. Maintain at all times a high standard of customer and colleague care, in accordance with the service's aims and the Council's customer care policies.</li> <li>8. Undertake additional duties as assigned, potentially including (but not limited to) covering reception, ushering and clerical duties.</li> </ol>			
<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>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.</p>		
<b>Flexibility Clause:</b>	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.		
<b>Variation Clause:</b>	<p>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 postholder.</p> <p>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.</p>		
<b>DATE: April 2017</b>		<b>COMPLETED BY</b>	Mark Sandhu